



**POSITION ANNOUNCEMENT**  
**Institutional Services Assistant**  
**(Extra-Help / Part-Time Position / Ashdown Campus)**

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**RESPONSIBILITIES**

This evening shift position generally works Monday through Thursday, 4:30 PM to 9:30 PM and Friday, 1:00 PM to 5:00 PM. This position is responsible for maintaining a clean campus environment and securing facilities at the end of each workday. Duties include, but are not limited to:

- Performing routine cleaning and sanitizing tasks
- Operating cleaning equipment such as industrial vacuums, floor machines, and pallet jacks
- Restocking supplies as needed
- Ensuring all buildings are locked and secure before leaving campus

**REQUIREMENTS**

- Ability to operate industrial cleaning equipment (vacuums, floor machines, pallet jacks)
- Ability to lift up to 40 pounds
- Ability to work independently with minimal supervision
- Previous custodial or related experience preferred
- Flexibility to perform a variety of tasks and adapt to changing needs
- Basic computer skills (email, logging into systems, completing online training, entering time)
- Must successfully pass criminal background and Child Maltreatment Registry checks

**COMPENSATION**

- \$12.00 per hour
- 24 hours per week

**DEADLINE FOR APPLICATIONS:**

Friday, April 3, 2026

**FOR EXTERNAL APPLICANTS TO APPLY:**

Visit [www.cccua.edu](http://www.cccua.edu), click **About**, select **Employment Opportunities**, then click **View Available Jobs – External Applicants**. Locate **Job Requisition R0083630**, click the blue **Apply** link at the top of the posting, and follow the application process.

**FOR INTERNAL APPLICANTS TO APPLY FOLLOW THESE STEPS:**

Log in to **Workday**, search **Find Jobs**, after submitting your application, select **My Applications** to view your application status.

**Call (870) 584-1104 or 870-584-1164 if you have questions, or email [hr@cccua.edu](mailto:hr@cccua.edu).**

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\*Persons must have proof of legal authority to work in the United States on the first day of employment.

\*Application information is subject to public disclosure under the Arkansas Freedom of Information Act.