



POSITION ANNOUNCEMENT
Maintenance Assistant
(Non-Classified Position / Full-Time / De Queen)

The role involves cleaning, maintenance, and operational support across multiple campuses. Duties include regular custodial tasks, basic facility maintenance, equipment assembly, grounds upkeep, and assistance with event setups.

RESPONSIBILITIES INCLUDE:

- Perform daily cleaning and substitute for custodians as needed at any campus.
- Assemble furniture, chairs, and office equipment.
- Lock and unlock campuses; ensure security of buildings.
- Carry out minor maintenance (e.g., replace light bulbs, ceiling tiles, transport equipment).
- Maintain grounds, including mowing, trimming, and weed-eating.
- Assist with event setups and equipment moves at all campuses.

REQUIREMENTS:

- High school diploma or GED.
- Ability to perform light maintenance tasks.
- Valid Arkansas Driver's License.
- Ability to lift 50+ pounds and handle physically demanding work.
- Strong teamwork, reliability, and work ethic.
- Willingness to take on additional duties as needed.
- Ability to safely operate mowers, tractors, and pull trailers.
- Ability to pass national criminal background and child maltreatment checks.

ANNUAL SALARY:

\$25,500 annually, plus an excellent benefits package that includes health, dental, and life insurance; short- and long-term disability insurance; a retirement plan with employer matching; paid vacation and sick leave; and educational assistance for employees and their dependents.

All applications must include a cover letter, an updated résumé, and a copy of a high school diploma or equivalent. Applications received without the required documents will be considered incomplete and will not be reviewed.

DEADLINE FOR APPLICATIONS:

Monday, April 20, 2026

FOR ETERNAL APPLICANTS TO APPLY:

Visit www.cccua.edu, click **About**, select **Employment Opportunities**, then click **View Available Jobs – External Applicants**. Locate **Job Requisition R0084144**, 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.

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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.