



POSITION ANNOUNCEMENT

Paraprofessional-Adult Education

(Part-Time Position/De Queen Campus)

PRIMARY RESPONSIBILITIES INCLUDE

The part-time Paraprofessional assists in carrying out daily activities for the Adult Education program, will greet visitors and students, provide accurate information to the public, complete intake/registration on new students, administer Locator and Test of Adult Basic Education (TABE) Tests for placement and for progress, maintain student files and enter updated information or scores as necessary, monitor student sign-in sheets and calculate totals, assist students in computer lab with educational programs and job related activities, provide assistance to Adult Education instructors and staff, answer questions, assist with individualized tutoring as needed, schedule Official General Educational Development (GED) Ready Tests and the official GED Tests, attend required trainings and meetings, and other departmental duties as assigned/needed.

MINIMUM REQUIREMENTS

- High School Diploma or GED
- Must be proficient with computers and pay close attention to detail
- Possess excellent written and oral communication skills; bilingual preferred
- Must be friendly and approachable
- Must pass Criminal Background and Child Maltreatment Registry checks

COMPENSATION

\$11.50 per hour; up to 28 hours per week

All applications must include a cover letter, resume, and copy of High School Diploma or GED. Applications received without the required documents will be incomplete and will not be considered for the position.

Deadline for Application Submissions:

Friday, August 14, 2026

For External Applicants to Apply:

Visit www.cccua.edu, click **About**, select **Employment Opportunities**, then click **View Available Jobs – External Applicants**. Locate **Job Requisition R0089375**, click the blue **Apply** link at the top of the posting, and follow the application process.

For Internal Applicants to Apply:

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.