



183 College Drive • De Queen, AR 71832
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www.cccua.edu

POSITION ANNOUNCEMENT
Project/Program Specialist
(Part-Time Position/De Queen or Nashville Campus)

RESPONSIBILITIES INCLUDE

Acts under the direction of the Medical Education Division Chair to support excellence in teaching and learning by providing high quality, relevant and valued technology and administrative support for all Med Ed Programs (Nursing, PTA, and OTA). Adheres to institutional policies and procedures, provides an instructional delivery system that enhances faculty and student learning, and demonstrates knowledge of current trends in medical fields.

REQUIREMENTS

- Associate degree in Nursing, Business, Information Technology, or related field
- Experience using learning management software packages such as Microsoft Office and Blackboard within a higher education setting is preferred
- Excellent oral and written communications skills
- Must be self-driven, have excellent organization skills, and be detail oriented
- Must have a strong dedication to customer service
- Must be able to maintain professional standards and confidentiality

COMPENSATION

\$15 to \$30 per hour; depending upon education and experience

REQUIRED APPLICATION MATERIALS

Applicants must submit a cover letter, current resume, copies of any relevant certifications, and unofficial transcripts. Incomplete applications, those missing any of the required documents, will not be considered for the position.

DEADLINE FOR APPLICATIONS

Friday, May 16, 2025

HOW TO APPLY (EXTERNAL APPLICANTS)

Visit www.cccua.edu and navigate to About > Employment Opportunities > View Available Jobs – External Applicants. Locate Job Requisition **R0071272**, then click the blue "Apply" button at the top of the posting to begin your application.

HOW TO APPLY (INTERNAL APPLICANTS):

Log in to Workday>Search “Find Jobs Internal” in the search box to view all open positions>Select the position>Apply.

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

Cossatot Community College of the University of Arkansas (UA Cossatot) is an equal opportunity institution. UA Cossatot does not discriminate in its education programs or activities (including in admission and employment) on the basis of any category or status protected by law, including age, race, color, national origin, disability, religion, protected veteran status, military service, genetic information, sex, sexual orientation, or pregnancy. Questions or concerns about the application of Title IX, which prohibits discrimination on the basis of sex, may be sent to UA Cossatot's Title IX Coordinator and to the U.S. Department of Education Office for Civil Rights.

*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.