



183 College Drive • De Queen, AR 71832
870.584.4471 • 800.844.4471 • www.cccua.edu

POSITION ANNOUNCEMENT
Recruiter/Secondary Advisor
(Full-Time/Non-Classified Position, Nashville Campus)

The Recruiter/Secondary Advisor works under the direct supervision of the Director of High School Programs and is responsible for recruiting prospective students, serving as a substitute teacher in the Secondary Career Center, assisting students with the admissions process, and sharing responsibility for campus events. This position plays a key role in supporting student success and is required to participate in ongoing professional development.

REQUIREMENTS:

- Associate degree.
- Professional demeanor with the ability to adapt quickly in a variety of settings.
- Ability to work effectively as part of a team, as well as independently with minimal supervision.
- Strong organizational skills with exceptional attention to detail.
- Valid driver's license with an excellent driving record; travel is required.
- Ability to pass national background and child maltreatment checks.

COMPENSATION:

\$28,633 annual salary; plus, an excellent benefits package featuring health, dental, life, and disability insurance (short- and long-term), employer-matched retirement plan, paid sick leave, and educational assistance.

DEADLINE FOR APPLICATIONS:

Friday, January 9, 2026

HOW TO APPLY (EXTERNAL APPLICANTS)

Visit www.cccua.edu and navigate to About > Employment Opportunities > View Available Jobs – External Applicants. Locate Job Requisition **R0080387**, 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.

REQUIRED APPLICATION MATERIALS:

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

Call (870) 584-1104 or 870-584-1164 if you have questions, or email

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.