



POSITION ANNOUNCEMENT
Student Activities Coordinator
(Non-Classified Position / Full-Time / De Queen Campus)

The Student Success & Engagement Coordinator reports to the Director of Student Success and Enrichment and plays a key role in fostering a welcoming, engaging, and inclusive campus environment for all students. This position leads student engagement initiatives, advises student organizations, develops leadership and student success programming, and supports co-curricular activities across the College. Regular travel between UA Cossatot campuses is required to coordinate programs, meetings, and student events.

Primary Responsibilities

- Coordinate and advise the Student Ambassador and Phi Theta Kappa (PTK) programs, including recruitment, officer selection, leadership development, service projects, meetings, campus tours, scholarship promotion, induction ceremonies, regional and national initiatives, supervision of student workers, and compliance with student requirements.
- Plan, coordinate, and promote campus-wide student engagement programs and co-curricular activities, including Welcome Week, Fiesta Fest, student appreciation events, leadership initiatives, and other special events. Serve as the primary liaison for the Arkansas National Guard Leadership and Readiness Program while collaborating with students, faculty, staff, PTK chapters, community partners, and external organizations to expand leadership opportunities and student engagement.
- Develop and maintain policies, procedures, handbooks, assessment reports, meeting minutes, and related documentation for student organizations and campus programming. Provide training and guidance to student leaders and organization sponsors to support successful co-curricular initiatives.
- Develop and deliver student success workshops and programming focused on communication, professionalism, leadership, teamwork, customer service, interviewing, workplace readiness, financial literacy, budgeting, credit, student loans, and personal money management.
- Manage departmental budgets, expenditures, and financial records while supporting student activities and campus programming. Travel regularly between UA Cossatot campuses, attend conferences, meetings, and professional development opportunities, and provide support for occasional evening and weekend activities.
- Perform other duties as assigned in support of the mission and goals of the College.

Minimum Requirements

- Associate degree required, or an equivalent combination of a technical certificate and one (1) year of related experience.
- Demonstrated organizational, leadership, and event planning skills, including experience coordinating events with 200 or more participants.
- Ability to establish positive working relationships with diverse groups of students, faculty, staff, community partners, and external organizations. Experience in student engagement or student affairs is preferred.
- Proficiency with technology and software applications, including marketing, communications, social media management, graphic design, and promotional materials, with strong attention to detail.
- Valid driver's license and the ability to travel regularly between UA Cossatot campuses and to conferences, meetings, and other College-related events.

Compensation

\$31,000 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 copies of college transcripts. Applications received without the required documents will be considered incomplete and will not be reviewed.

Deadline for Application Submissions

Wednesday, July 22, 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 R0088108**, 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.

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.