



POSITION ANNOUNCEMENT
Transfer Advisor
(Non-Classified Position / Full-Time)

The Transfer Advisor provides comprehensive advising services to students pursuing transfer degree pathways. This position is responsible for developing individualized academic plans that support students' educational, personal, and career goals, as well as assisting with course scheduling and registration. The Transfer Advisor also coordinates transfer-related events, including college fairs and university campus visits, and builds and maintains strong professional relationships with university partners to support successful student transfer outcomes.

RESPONSIBILITIES INCLUDE:

- Provide academic and transfer advice, including degree planning and course selection
- Assist students with registration, scheduling, and understanding academic policies
- Monitor student progress and provide support or referrals as needed
- Develop and maintain individualized academic plans
- Coordinate transfer-related events such as college fairs and university visits
- Build and maintain relationships with university partners
- Maintain accurate advising records and ensure confidentiality
- Support recruitment, outreach, and student success initiatives

REQUIREMENTS:

- Associate degree; bachelor's preferred
- Proficiency in Microsoft Office and other modern platforms
- Strong verbal and written communication, interpersonal, and organizational skills
- Ability to maintain confidential student records in compliance with college policies and federal regulations
- Knowledge of general education requirements and transfer pathways
- Ability to work independently with minimal supervision

ANNUAL SALARY:

\$30,000 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 a copy of unofficial transcripts. Applications received without the required documents will be considered incomplete and will not be reviewed.

DEADLINE FOR APPLICATIONS:

Sunday, May 31, 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 R0085789**, 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.

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.