



**POSITION ANNOUNCEMENT**  
**EDUCATIONAL RESOURCE CENTER (ERC) TUTOR/ RESOURCE ASSISTANT**  
**(Non-Classified, Full-Time, Nashville Campus)**

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The ERC Tutor/Resource Assistant works under the supervision of the Director of Educational Resources and is responsible for providing academic support to students and assisting with ERC operation.

**RESPONSIBILITIES INCLUDE**

- Provides tutoring and assistance to UA Cossatot students (in all academic courses)
- Develops tutoring materials and strategies to support student needs
- Works closely with faculty to ensure tutoring meets academic need and quality
- Participates in ERC training sessions and staff meetings
- Understands how to use the library circulation system and textbook inventory management software
- Maintains records regarding tutoring services as directed by supervisor
- Other duties as assigned

**REQUIREMENTS**

- The successful completion of at least 20 college credit hours with a strong GPA in coursework
- Must have good computer/technical skills and the ability to use Microsoft Office
- Must be proficient with MLA style of writing and have excellent grammar skills
- Must be punctual, able to adapt to a fast-paced working environment, and able to multi-task
- Must be professional toward students and co-workers, and work efficiently
- Must be able to maintain student confidentiality
- Occasional travel between campuses, with mileage reimbursement
- Ability to successfully pass a nationwide criminal background check and the Arkansas Child Maltreatment Central Registry check

**ANNUAL SALARY**

\$28,633 annually, combined with an excellent benefits package consisting of health, dental, life, long and short-term disability insurances, a retirement plan with employer matching contributions, paid sick leave, and educational assistance.

**DEADLINE FOR APPLICATIONS**

Friday, March 20, 2026

**HOW TO APPLY (EXTERNAL APPLICANTS)**

Visit [www.cccua.edu](http://www.cccua.edu) and navigate to About > Employment Opportunities > View Available Jobs – External Applicants. Locate Job Requisition **R0083068**, 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 copies of college transcripts. Applications that are incomplete or 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 [hr@cccua.edu](mailto: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.