



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

**POSITION ANNOUNCEMENT**  
**Workforce Development Coordinator**  
**(Full-Time/Non-Classified Position, De Queen Campus)**

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The Workforce Development Coordinator oversees the full lifecycle of contracted training services, from planning and promotion, through delivery and evaluation. The coordinator also connects graduates of non-credit career training programs with employment opportunities, assists training clients with accessing grant funds, supports workforce testing activities, assists with Continuing Education initiatives, and compiles data to evaluate program performance.

**Minimum Qualifications:**

- Associate degree in education, business or related field required, bachelor's degree preferred.
- Minimum 5 years' relevant industry experience; experience in instructional design, adult learning, or teaching is a plus.
- Ability to work with diverse populations.
- Strong project management skills with the ability to manage multiple priorities simultaneously.
- Initiative-taking, dependable, and capable of working independently.
- Excellent verbal and written communication abilities.
- Strong time management and organizational skills.
- Proficient in Microsoft Word, Excel, and PowerPoint.
- Willing and able to travel to various campuses and client sites.

**Annual Compensation:**

\$42,000 annual salary; 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:**

Monday, July 6, 2026

**Instructions for External Applicants to Apply:**

Visit [www.cccua.edu](http://www.cccua.edu), click **About**, select **Employment Opportunities**, then click **View Available Jobs – External Applicants**. Locate **Job Requisition R0087278**, click the blue **Apply** link at the top of the posting, and follow the application process.

**Instructions 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.**

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) based on 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 based on 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.