



POSITION ANNOUNCEMENT

Workforce Development Coordinator

(Full-Time/Non-Classified Position, De Queen Campus)

The Workforce Development Coordinator manages all aspects of contracted training services, from promotion and quoting to implementation and evaluation; connects graduates of non-credit career programs with job opportunities; hosts job fairs; oversees the delivery of ACT WorkKeys assessments for NCRC certification; supports the delivery of Continuing Education services; and prepares data reports.

POSITION REQUIREMENTS:

- Associate degree in education, business or related field required; bachelor's degree preferred
- Minimum 5 years' relevant industry experience; teaching experience is a plus
- Ability to work with diverse populations
- Skilled in managing multiple projects simultaneously
- Self-motivated, 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
- Must be willing and able to travel to various campuses and client sites

COMPENSATION:

\$41,600 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:

Wednesday, August 20, 2025

HOW TO APPLY (EXTERNAL APPLICANTS)

Visit www.cccua.edu and navigate to About > Employment Opportunities > View Available Jobs – External Applicants. Locate Job Requisition **R0074967**, 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

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*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.