



183 College Drive • De Queen, AR 71832
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POSITION ANNOUNCEMENT

RN Class Proctor/Facilitator

(Part-Time/Extra Help Position/Nashville Campus)

RESPONSIBILITIES INCLUDE

This position is responsible for assisting and monitoring RN program students, proctoring RN student exams, maintaining student records, and providing a positive environment conducive to learning. Proctor must communicate with faculty and students in a positive and professional manner, and report issues and assist in fast and effective resolutions.

REQUIREMENTS

- High school diploma or equivalent
- Experience with Microsoft Word, Excel, and be able to navigate LMS platform, or the ability to learn quickly

All applications must include a cover letter, an updated resume, copy high school diploma or equivalent. Applications received without the required documents will be incomplete and will not be considered for the position.

COMPENSATION

\$11.00 per hour; up to 15 hours per week

DEADLINE FOR APPLICATIONS

Friday, February 28, 2025

FOR OUTSIDE APPLICANTS TO APPLY:

Go to www.cccua.edu, click the “ABOUT” link, select “Employment Opportunities”, then click the “View Available Jobs-External Applicants” link. Find Job Requisition **R0067524**, then click the blue “Apply” link at the top of position posting and follow the process.

FOR INTERNAL APPLICANTS TO APPLY FOLLOW THESE STEPS:

1. Log in to Workday
2. Search “Find Jobs” in the search box to view all open positions
3. Once you have submitted an application, click “My Applications” to view the status

Call (870) 584-1104 or 870-584-1164 if you have questions, or email hr@cccua.edu.

UA Cossatot is an EEO/AA/ADA employer.