



POSITION ANNOUNCEMENT
Administrative Assistant III-Receptionist
(Non-Classified Position / Full-Time/De Queen Campus)

POSITION SUMMARY

The Administrative Assistant III/Receptionist serves as the initial point of contact for the De Queen campus and provides administrative support to Admissions and Enrollment Services. The position assists students, prospective students, employees, and visitors while supporting admissions, enrollment, communication, and general office operations.

DUTIES AND RESPONSIBILITIES

- Greets and assists students, employees, visitors, and prospective students, providing information or directing inquiries as appropriate.
- Answers and transfers incoming calls, maintains the campus phone directory, and updates phone messages during college closures.
- Provides information regarding college operations, academic programs, and admissions processes.
- Maintains the De Queen campus mailroom and assists with office machines and related functions.
- Supports recruitment and admissions activities, including mail campaigns, prospective student outreach, and submission of admissions applications.
- Follows up with enrolled students to assist with completion of required onboarding tasks.
- Maintains student records and performs data entry and record maintenance for Admissions, Registrar, Institutional Research and Reporting, Financial Aid, and the Business Office.
- Performs other duties as assigned.

REQUIREMENTS

- High school diploma or GED required; associate degree preferred.
- Strong customer service and communication skills.
- Strong organizational skills and attention to detail.
- Self-motivated with the ability to take initiative, think critically, and work independently or as part of a team.
- Proficiency in Microsoft Office, particularly Word, Excel, and Outlook.
- Must successfully complete required criminal background and Child Maltreatment Central Registry checks as a condition of employment.

ANNUAL SALARY

\$25,773 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 high school diploma or GED, or college transcripts. Applications received without the required documents will be considered incomplete and will not be reviewed.

DEADLINE FOR APPLICATIONS

Friday, September 18, 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 R0091196**, 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) 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.