



POSITION ANNOUNCEMENT
Administrative Specialist I-ERC
(Full Time/Non-Exempt Position, De Queen Campus)

This position works under the supervision of the Director of Educational Resources and serves as the first point of contact for ERC users and plays a critical role in maintaining day-to-day Educational Resource Center operations and providing exemplary customer service.

RESPONSIBILITIES:

- Provide exceptional customer service at the reception desk and via phone
- Assist the Director of Educational Resources with day-to-day ERC operations
- Assist with tutoring as needed
- Provide database-user support in a multi-campus environment
- Catalog and classify library resources accurately
- Maintain accurate records and filing systems
- Prepare library circulation, enrollment and inventory reports as directed
- Maintain ongoing communication with ERC staff at other campus locations
- Promote resources to users, including promoting ERC through presentations
- Oversee newspaper and periodical orders and deliveries
- Support the organization and preservation of college historical archives
- Assist co-workers in maintaining a professional, clean, and welcoming environment
- Complete other related duties as assigned by the Director

REQUIREMENTS:

- High School diploma or educational equivalent
- Strong computer and technical skills, including proficiency in Microsoft Word and Excel
- Excellent written and verbal communication skills
- Ability to work independently with minimal supervision
- Strong organizational skills with the ability to prioritize and meet deadlines
- Friendly, self-motivated, and professional demeanor
- Ability to maintain confidentiality of student records and ERC materials
- Job requires lifting of 25+ pounds
- Reliable transportation and willingness to travel between campuses as needed

ANNUAL SALARY:

Starting at \$25,000 annually, accompanied by an excellent benefits package, which includes:

- Health, dental, life, and short- and long-term disability insurance
- Employer-matched retirement plan
- Paid holidays, annual, and sick leave
- Retirement plan with employer matching
- Educational assistance

REQUIRED APPLICATION MATERIALS

Applicants are required to submit a cover letter, an up-to-date resume, and a copy of high school diploma or GED. Applications missing any of the required documents will be deemed incomplete and will not be considered.

DEADLINE FOR APPLICATIONS

Monday, August 4, 2025

HOW TO APPLY (EXTERNAL APPLICANTS)

Visit www.cccua.edu and navigate to About > Employment Opportunities > View Available Jobs – External Applicants. Locate Job Requisition **R0074847**, 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.

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

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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.