



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

POSITION ANNOUNCEMENT

Adult Education Instructor

(Part-Time Faculty Position/De Queen Campus)

PRIMARY RESPONSIBILITIES INCLUDE

The instructor will be responsible for teaching courses in an educational setting and developing and updating individual learning plans for students. Responsibilities include conducting structured classes or one-on-one instruction, organizing and leading student events, incorporating instructional aids and educational media, and coordinating guest speakers or special demonstrations to enhance the curriculum. The instructor will provide individualized instruction as needed, maintain accurate student records (including attendance, assessments, progression, and achievements), and advise students on both short- and long-term educational goals. Additional duties include student recruitment and retention, as well as participation in annual professional development activities. Classes are held three-four days per week.

MINIMUM REQUIREMENTS

- Bachelor's degree
- Valid Arkansas Teaching License
- Must be friendly, approachable, and possess a strong desire to teach
- Must be able to pass criminal background check and Child Maltreatment Registry check

COMPENSATION

\$22.00 per hour; approximately 24 hours per week

All applications must include a cover letter, resume, unofficial transcripts, and copy of current teaching license. Applications received without the required documents will be incomplete and will not be considered for the position.

DEADLINE FOR APPLICATION SUBMISSIONS

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 R0091178**, click the blue **Apply** link at the top of the posting, and follow the application process.

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 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) on the basis of 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 on the basis of 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.