



P.O. Box 960/183 College Drive • De Queen, AR 71832
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**POSITION ANNOUNCEMENT EXTENSION
INSTITUTIONAL SERVICES ASSISTANT
(Part-Time/Extra-Help Position/Ashdown Campus)**

RESPONSIBILITIES

This is an evening shift position with hours generally being 4:30 PM - 9:30 PM Monday - Thursday and 1:00 PM - 5:00 PM on Friday. This individual will be responsible for general cleaning and locking the campus at the end of each work day.

REQUIREMENTS

- Ability to operate equipment such as industrial vacuums, floor machines, and pallet jacks
- Ability to lift 40 pounds
- Must be able to work independently
- Previous custodial or related experience a plus
- Must be flexible and able to adapt to different tasks/assignments as needed
- Must pass background check

COMPENSATION

\$11.00 per hour; 24 hours per week

DEADLINE FOR APPLICATIONS

Friday, January 10, 2025

FOR OUTSIDE APPLICANTS TO APPLY:

Go to www.cccua.edu, choose “ABOUT”, then “Employment Opportunities”, click on “View Available Jobs – External Applicants” and click on position with job requisition **R0062284**. To apply, 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.

UA Cossatot is an EEO/AA/ADA employer.