



183 College Drive • De Queen, AR 71832
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POSITION ANNOUNCEMENT
Institutional Services Assistant
(Full-Time Position/De Queen Campus)

The Institutional Services Assistant is responsible for maintaining clean, safe, and orderly facilities and assisting with the general care of campus buildings and surrounding areas.

RESPONSIBILITIES INCLUDE

- Performs general cleaning and custodial duties in classrooms, offices, hallways, restrooms, common areas, and other campus facilities.
- Sweeps and mops; vacuums and shampoos carpets; and cleans baseboards and other floor surfaces as needed.
- Cleans and sanitizes restrooms, fixtures, furniture, desks, tables, cabinets, appliances, whiteboards, windows, walls, stairways, entrances, and other surfaces; replenishes restroom and cleaning supplies.
- Remove trash and replace liners.
- Safely uses appropriate cleaning products, equipment, and procedures, including specialized cleaning methods, and performs scheduled or periodic cleaning activities.
- Assists with campus event setup and cleanup and monitors assigned areas for cleanliness, maintenance, and safety concerns.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- High school diploma, GED, or equivalent.
- Ability to read, write, communicate effectively, follow oral and written instructions, have basic computer knowledge, and work independently with limited supervision.
- Ability to bend, stoop, stand, stretch, and perform other physical activities associated with custodial work, including lifting and carrying up to 50 pounds.
- Valid driver's license required.
- Ability to pass required background and Child Maltreatment Registry checks.

COMPENSATION

\$24,413 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, resume, and copy of high school diploma or GED. 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 R0091186**, 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

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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.