



P.O. Box 960/183 College Drive • De Queen, AR 71832
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POSITION ANNOUNCEMENT

INSTITUTIONAL SERVICES ASSISTANT

(Part-Time/Extra-Help Position/De Queen Campus)

RESPONSIBILITIES

This evening shift position generally works Monday through Thursday, 4:30 PM to 9:30 PM and Friday, 1:00 PM to 5:00 PM. This position is responsible for maintaining a clean campus environment and securing facilities at the end of each workday. Duties include, but are not limited to:

- Performing routine cleaning and sanitizing tasks
- Operating cleaning equipment such as industrial vacuums, floor machines, and pallet jacks
- Restocking supplies as needed
- Ensuring all buildings are locked and secure before leaving campus

REQUIREMENTS

- Ability to operate industrial cleaning equipment (vacuums, floor machines, pallet jacks)
- Ability to lift up to 40 pounds
- Ability to work independently with minimal supervision
- Previous custodial or related experience preferred
- Flexibility to perform a variety of tasks and adapt to changing needs
- Basic computer skills (email, logging into systems, completing online training, entering time)
- Must successfully pass criminal background and Child Maltreatment Registry checks

COMPENSATION

- \$12.00 per hour
- 24 hours per week

DEADLINE FOR APPLICATIONS

Friday, November 7, 2025

HOW TO APPLY (EXTERNAL APPLICANTS)

Visit www.cccua.edu and navigate to About > Employment Opportunities > View Available Jobs – External Applicants. Locate Job Requisition **R0078849**, 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.
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