



183 College Drive • De Queen, AR 71832  
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## **POSITION ANNOUNCEMENT**

### **Nursing Program Mentor/Lab Coordinator**

#### **(Full-Time/11 Month Faculty/Renews Annually)**

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#### **POSITION SUMMARY:**

This position is responsible for providing individualized academic coaching, guidance, and motivational support to a caseload of nursing students, especially those identified as at-risk—to promote retention and success. The role requires proactive outreach, use of technology-based communication tools, and a consistent, flexible schedule to accommodate student needs.

In addition to student mentorship, the coordinator will assist with lab and clinical instruction, maintain simulation and lab environments, and support skills checks and remediation. The position also maintains accurate documentation for grant reporting and collaborates with POWER program staff and faculty to create a supportive learning atmosphere. Strong leadership, communication skills, and commitment to ongoing professional development are essential.

#### **POSITION REQUIREMENTS:**

- Associate Degree in Nursing
- Demonstrated ability to work effectively with at-risk and diverse learners
- Flexibility to maintain a student-centered schedule, including days, evenings, and occasional weekends
- Prior experience working with adult learners in educational or support settings
- Valid driver's license, satisfactory driving record, and willingness to travel as needed
- Must successfully pass a criminal background check and Child Maltreatment Registry screening

#### **COMPENSATION:**

Annual salary of \$50,000, plus an excellent benefits package, including:

- Health, dental, life, and short- and long-term disability insurance
- Participation in a retirement plan with employer contributions
- Paid sick leave
- Tuition assistance for employees and eligible dependents

#### **To be considered for this position, applicants must submit the following:**

- A cover letter
- An up-to-date resume
- A copy of college transcripts

\*Incomplete applications will not be reviewed.

#### **DEADLINE FOR APPLICATIONS:**

Open until it is filled. Early submission is encouraged.

#### **FOR OUTSIDE APPLICANTS TO APPLY:**

Visit [www.cccua.edu](http://www.cccua.edu) and follow these steps:

1. Click the "About" tab
2. Select "Employment Opportunities"
3. Click on "View Available Jobs – External Applicants"
4. Locate Job Requisition **R0070352** and click the blue "Apply" link to begin your application

#### **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

**For questions, please contact the Human Resources Office at (870) 584-1104 or (870) 584-1164, or email [hr@cccua.edu](mailto:hr@cccua.edu).**

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