



POSITION ANNOUNCEMENT
Paraprofessional-Adult Education
(Part-Time Position/De Queen Campus)

RESPONSIBILITIES INCLUDE

The part-time Paraprofessionanl assists in carrying out daily activities for the Adult Education program, will greet visitors and students, provide accurate information to the public, complete intake/registration on new students, administer Locator and Test of Adult Basic Education (TABE) Tests for placement and for progress, maintain student files and enter updated information or scores as necessary, monitor student sign-in sheets and calculate totals, assist students in computer lab with educational programs and job related activities, provide assistance to Adult Education instructors, answer questions, assist with individualized tutoring as needed, schedule Official General Educational Development (GED) Ready Tests and the official GED Tests, attend required trainings and meetings, and other departmental duties as assigned/needed.

REQUIREMENTS

- High School Diploma or GED
- Proficient with computer
- Good attention to detail
- Must be friendly and approachable
- Must pass Criminal Background and Child Maltreatment Registry checks

COMPENSATION

\$11.00 per hour; 20 hours per week

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 APPLICATIONS

Monday, November 4, 2024

FOR OUTSIDE APPLICANTS TO APPLY:

Go to www.cccua.edu, select the “About” link, select “Employment Opportunities”, then select “View Available Jobs – External Applicants” link to see all current position postings. Find Job Requisition **R0064023**, then 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 Internal” in the search box to view all open positions
3. Once you have submitted and application, click “My Applications” to view the status

Call (870) 584-1104 or 870-584-1164 if you have questions, or email hr@cccua.edu.

UA Cossatot is an EEO/AA/ADA employer.