



POSITION ANNOUNCEMENT

Program Assistant

(Full-Time/Non-Classified/Provisional Position - De Queen Campus)

The Program Assistant is responsible for supporting participants throughout the initial intake and enrollment process in designated programs, assisting with data management, and providing general administrative support to the department. This position serves as a primary point of contact for students and visitors, responds to routine inquiries via phone, email, text, and in-person, maintains files and records, processes data, and operates standard office equipment.

POSITION REQUIREMENTS:

- High School Diploma or GED
- Previous experience in administrative support, customer service, or related educational setting
- Proficiency with Microsoft Office suite (Word, Excel, Outlook) and office equipment (copiers, scanners, printers, etc.)
- Strong verbal and written communication skills
- Ability to multitask and manage responsibilities efficiently in a fast-paced environment
- Strong attention to detail and willingness to learn
- Ability to travel to various campuses and client sites as needed
- Ability to successfully pass Criminal Background and Child Maltreatment Registry Check

COMPENSATION:

\$28,000 annual salary; plus, an excellent benefits package featuring health, dental, life, and disability insurance (short- and long-term), employer-matched retirement plan, paid sick leave, and educational assistance.

DEADLINE FOR APPLICATIONS:

Thursday, November 20, 2025

HOW TO APPLY (EXTERNAL APPLICANTS)

Visit www.cccua.edu and navigate to About > Employment Opportunities > View Available Jobs – External Applicants. Locate Job Requisition **R0079083**, 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.

REQUIRED APPLICATION MATERIALS:

Applicants must submit a cover letter, current resume, and copy of high school transcripts or GED. Incomplete applications, those missing any of the required documents, will not be considered for the position.

Call (870) 584-1104 or 870-584-1164 if you have questions, or email

Cossatot Community College of the University of Arkansas (UA Cossatot) is an equal opportunity institution. UA Cossatot does not discriminate in its education programs or activities (including in admission and employment) on the basis of any category or status protected by law, including age, race, color, national origin, disability, religion, protected veteran status, military service, genetic information, sex, sexual orientation, or pregnancy. Questions or concerns about the application of Title IX, which prohibits discrimination on the basis of sex, may be sent to UA Cossatot's Title IX Coordinator and to the U.S. Department of Education Office for Civil Rights.

*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.