



POSITION ANNOUNCEMENT

Recruiter/Secondary Advisor

(Non-Classified/Full-Time, Nashville Campus)

RESPONSIBILITIES INCLUDE:

Recruiter/Secondary Advisor works under the direct supervision of the Director of High School Programs to recruit potential students, substitute teach in the Secondary Career Center, assist students in completing the admissions process, share responsibility for campus events, play a crucial role in facilitating student success, and must participate in continued professional development.

REQUIREMENTS:

- Associate degree.
- Always professional and quickly adaptable in various settings.
- Ability to work well as part of a team and initiative to work independently with minimal supervision.
- Excellent organizational skills and meticulous attention to detail.
- Excellent driving record, travel is required.
- Ability to pass national background and child maltreatment checks.

ANNUAL SALARY:

\$28,633 annually, plus excellent benefits package that includes health, dental, and life insurances, short- and long-term disability insurances, 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, an updated resume, and copy of unofficial transcripts, or proof of Associate degree. Applications received without the required documents will be incomplete and will not be considered for the position.

DEADLINE FOR APPLICATIONS

Wednesday, July 24, 2024

FOR OUTSIDE APPLICANTS TO APPLY:

Go to www.cccua.edu, click the “ABOUT” link, select “Employment Opportunities”, then click the “View Available Jobs-External Applicants” link. Find Job Requisition **R0059052**, 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” in the search box to view all open positions
3. Once you have submitted an 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.