



## POSITION ANNOUNCEMENT/APPLICATION PERIOD EXTENSION

### Recruiter/Secondary Advisor

### (Non-Classified/Full-Time Position)

#### 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:

- High school diploma or GED.
- 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 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

Tuesday, February 17, 2026

#### HOW TO APPLY (EXTERNAL APPLICANTS)

Visit [www.cccua.edu](http://www.cccua.edu) and navigate to About > Employment Opportunities > View Available Jobs – External Applicants. Locate Job Requisition **R0080387**, 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, or email [hr@cccua.edu](mailto:hr@cccua.edu).**

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\*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.