



POSITION ANNOUNCEMENT
Skilled Trades Helper
(Part-Time, Extra-Help Position, All Campuses)

The part-time Skilled Trades Helper assists the Skilled Trades Foreman with campus maintenance and repairs, including basic HVAC, plumbing, electrical, building upkeep, and preventative maintenance. This physically active role requires working safely in indoor and outdoor environments and may involve lifting to 50 lbs., climbing, crawling, prolonged standing, and equipment/tool use. This part-time role offers an opportunity for growth and may lead to a full-time position based on campus needs and strong job performance.

RESPONSIBILITIES

- Assist Skilled Trades Foreman with general maintenance, repair, and facility tasks
- Support routine preventative maintenance projects
- Perform manual labor such as lifting, carrying, moving equipment, and grounds support
- Work in a variety of physical environments including heights, confined spaces, and outdoors in all weather conditions
- Use basic hand and power tools safely and correctly

REQUIREMENTS

- High school diploma or GED
- Possess a valid driver's license
- Ability to read manuals
- Must have own tools
- Travel between campuses
- Familiarity with equipment operation (trailers, tractors, lifts, backhoe) a plus
- Basic computer skills
- Ability to successfully pass Criminal Background and Child Maltreatment Registry Check

COMPENSATION

\$15 per hour; up to 25 hours per week

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 **R0079101**, 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 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.