



POSITION ANNOUNCEMENT/APPLICATION PERIOD EXTENSION
Soft Skills Tutor (ALIGN Grant)
(Extra-Help Position / Part-Time)

This position works under the supervision of the Director of Student Success and Enrichment. The tutor will provide leadership, coordination, support for the development, and implementation of programs and services for at-risk students and minorities. The soft skills tutor will also provide multicultural programming, work with student ambassadors, and student-led awareness events. Provide soft skills, financial literacy instruction, design curriculum, and delivery on all campuses. The tutor maintains and coordinates food distribution and keeps up-to-date records regarding student participation while maintaining strict confidentiality.

REQUIREMENTS:

- Technical Certificate/Associate Preferred
- Must have excellent communication skills, both oral and written
- Must be proficient in Microsoft Office, Excel, PP
- Must be organized, self-starter, prioritize tasks, pay strict attention to detail, meet deadlines
- Friendly, outgoing and professional
- Travel between campuses

COMPENSATION:

\$11 per hour; up to 24 hours per week

DEADLINE FOR APPLICATIONS

Open until filled; interviews for qualified applicants will begin immediately

All applications must include a cover letter, an updated resume, and college transcripts. Applications received without the required documents will be incomplete and will not be considered for the position.

FOR OUTSIDE/EXTERNAL APPLICANTS TO APPLY:

Go to www.cccua.edu, choose “ABOUT”, then “Employment Opportunities”, click on “View Available Jobs – External Applicants” and click on position with job requisition **R0056988**. To apply, 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 Internal 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.

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