## POSITION ANNOUNCEMENT
## EDUCATIONAL RESOURCE CENTER (ERC) TUTOR/ RESOURCE ASSISTANT
### (Provisional/Non-Classified, Full-Time, De Queen Campus)

**RESPONSIBILITIES INCLUDE**

This position works under the supervision of the Director of Educational Resources and OER Specialist and is responsible for providing academic support to students and assisting with ERC operation. Will provide tutoring and assistance to UA Cossatot students (in all academic courses), develop tutoring materials and strategies to support student needs, work closely with faculty to ensure tutoring meets academic needs and quality, participate in ERC training sessions and staff meetings, learn to use the library circulation system and textbook inventory management software, maintain records of tutoring services as directed.

**REQUIREMENTS**

- The successful completion of a minimum of 20 college credit hours with a strong GPA in coursework
- Must have good computer/technical skills and the ability to use MicroSoft Office
- Must be proficient with MLA style of writing and have excellent grammar skills
- Must be punctual, able to adapt to a fast-paced working environment, and able to multi-task
- Must be professional toward students and co-workers, and work efficiently
- Must be able to maintain student confidentiality
- Must have dependable transportation, minimal travel between campuses is required

**ANNUAL SALARY**

$28,633 annually, combined with an excellent benefits package consisting of health, dental, life, long and short-term disability insurances, a retirement plan with employer matching contributions, paid annual and sick leave, and educational assistance.

**DEADLINE FOR APPLICATIONS**

Thursday, October 24, 2024

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

**FOR OUTSIDE APPLICANTS TO APPLY**

Go to **cccua.edu,** select the "About" link, select "Employment Opportunities, select "View Available Jobs-External Applicants" link. Find Job Requisition **R0063579** using the search option, 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 and 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**

10/11/2024