



183 College Drive • De Queen, AR 71832  
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**PART-TIME POSITION VACANCY  
ERC TUTOR/ RESOURCE ASSISTANT  
(Extra-Help Position, Ashdown Campus)**

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This position works under the supervision of the Director of Educational Resources and is responsible for providing academic support to students and assisting with ERC operations.

**RESPONSIBILITIES INCLUDE:**

- Providing tutoring and assistance to UA Cossatot students (in all academic courses)
- Developing tutoring materials and strategies to support student needs
- Working closely with faculty to ensure tutoring meets academic need and quality
- Participation in ERC training sessions and staff meetings
- Understanding how to use the library circulation system and textbook inventory management software
- Maintaining records regarding tutoring services as directed by supervisor
- Traveling as directed by supervisor
- Other duties as assigned

**REQUIREMENTS:**

- The successful completion of at least 20 college credit hours with a strong GPA in coursework
- Proficient in the use of Microsoft Office and its programs, particularly Microsoft Word
- Proficient in the MLA style of writing, grammar skills, and technical/computer skills
- Must be punctual, adaptable to a fast-paced work environment and able to multi-task efficiently
- Excellent communication skills, and conduct oneself in a professional and efficient manner
- Must be able to maintain student confidentiality
- Must be friendly and outgoing
- Some travel between campuses is required
- Available to work up to 25 hours per week (including some weekend work) during academic semesters

**HOURS AND PAY RATE:**

\$11.00 per hour, up to 25 hours per week

**DEADLINE FOR APPLICATIONS**

Thursday, October 31, 2024

**FOR OUTSIDE APPLICANTS TO APPLY:**

Go to [cccua.edu/jobs](http://cccua.edu/jobs), click “About”, select “Employment Opportunities”, then select “View Available Jobs-External Applicants” link. Find Job Requisition **R0063775**, then click the blue “Apply” link at the top of position posting and follow the process.

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

**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](mailto:hr@cccua.edu).  
UA Cossatot is an EEO/AA/ADA employer. Qualified minorities are encouraged to apply.