



POSITION ANNOUNCEMENT

Admissions Counselor/Recruiter

(Non-Classified Position / Full-Time/Nashville Campus)

POSITION SUMMARY

The Admissions Counselor/Recruiter works under the direction of the Director of Admissions & Enrollment Services and serves as a key point of contact for prospective and incoming students. This position builds relationships with applicants, guides students through the admissions process, and connects them with academic programs, services, and resources to support a successful transition to college. The Admissions Counselor/Recruiter also represents the college at recruitment and community events and works collaboratively across departments to promote student enrollment, engagement, and success.

The primary work location for this position is the Nashville Campus, with regular travel required to the Ashdown and De Queen campuses, as well as other locations as needed for recruitment, outreach, and college activities.

DUTIES AND RESPONSIBILITIES

- Engage with prospective and incoming students to build relationships and provide guidance throughout the admissions process.
- Manage an assigned applicant caseload, including tracking applicant progress, maintaining accurate records, and completing required follow-up.
- Maintain timely, accurate, and confidential student records, documentation, and data.
- Clearly communicate admissions requirements and processes, academic program information, and available college services and resources.
- Assist students in identifying educational and career goals and connecting those goals with appropriate academic pathways.
- Collaborate across departments and campuses to provide accurate information and support a coordinated student experience.
- Develop and maintain positive relationships with students, schools, community partners, and other stakeholders.
- Assist with the planning, coordination, and implementation of student recruitment, enrollment, engagement, and campus events.
- Travel regularly between the Nashville, Ashdown, and De Queen campuses and to other locations as needed to support recruitment, outreach, and college activities.
- Participate in professional development activities to remain current on admissions practices, college programs, and student services.
- Perform other duties as assigned in support of Admissions & Enrollment Services and the college.

REQUIREMENTS

- Associate degree or higher from an accredited institution.
- Strong interpersonal, written, and verbal communication skills with a welcoming, professional, and service-oriented approach.
- Ability to work effectively both independently and collaboratively, adapt to changing priorities, and interact professionally in a variety of recruitment and college settings.
- Strong organizational skills, attention to detail, and ability to manage multiple responsibilities and deadlines.
- Proficiency in Microsoft Office applications, including Word, Excel, and Outlook.
- Ability and willingness to travel regularly between the Nashville, Ashdown, and De Queen campuses and to other locations as needed for recruitment and college activities.
- Must successfully complete required criminal background and Child Maltreatment Central Registry checks as a condition of employment.

ANNUAL SALARY

\$28,633 annually, plus an excellent benefits package that includes health, dental, and life insurance; short- and long-term disability insurance; a 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 résumé, and a copy of college transcripts. Applications received without the required documents will be considered incomplete and will not be reviewed.

DEADLINE FOR APPLICATIONS

Monday, September 7, 2026

FOR EXTERNAL APPLICANTS TO APPLY

Visit www.cccua.edu, click **About**, select **Employment Opportunities**, then click **View Available Jobs – External Applicants**. Locate **Job Requisition R0090502**, click the blue **Apply** link at the top of the posting, and follow the application process.

FOR INTERNAL APPLICANTS TO APPLY FOLLOW THESE STEPS:

Log in to **Workday**, search **Find Jobs**, after submitting your application, select **My Applications** to view your application status.

Call (870) 584-1104 or 870-584-1164 if you have questions, or email hr@cccua.edu.

Cossatot Community College of the University of Arkansas (UA Cossatot) is an equal opportunity institution. UA Cossatot does not discriminate in its education programs or activities (including in admission and employment) based on any category or status protected by law, including age, race, color, national origin, disability, religion, protected veteran status, military service, genetic information, sex, sexual orientation, or pregnancy. Questions or concerns about the application of Title IX, which prohibits discrimination based on sex, may be sent to UA Cossatot's Title IX Coordinator and to the U.S. Department of Education Office for Civil Rights.

*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.