



1411 N Constitution Avenue • Ashdown, AR 71822
870.584.4471 • 800.844.4471 • www.cccua.edu

POSITION ANNOUNCEMENT
Campus Assistant-Ashdown
(Extra-Help Position/Part-Time/Ashdown Campus)

This part-time position is responsible for providing general customer service and clerical assistance to students, staff, and visitors in the evenings at the Ashdown Campus. Light-duty cleaning and assistance with event setup is also required. Work hours are generally Monday-Thursday 3:30-9:30PM.

REQUIREMENTS

- High School Diploma or GED
- Ability to operate equipment such as a pallet jack
- Ability to work independently
- Ability to lift 30 pounds unassisted
- Must pass a background check

COMPENSATION

\$11.00 per hour; 24 hours per week

DEADLINE FOR APPLICATIONS

Thursday, July 25, 2024

FOR OUTSIDE APPLICANTS TO APPLY:

Go to www.cccua.edu, click the “ABOUT” link, select “Employment Opportunities”, then click the “View Available Jobs-External Applicants” link. Find Job Requisition **R0058947**, 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 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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