



183 College Drive • De Queen, AR 71832
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PART-TIME POSITION ANNOUNCEMENT
ERC Tutor/Resource Assistant
(Extra-Help / Ashdown Campus)

UA Cossatot is seeking a friendly, dependable, and motivated individual who enjoys helping others succeed. Working under the direction of the Director of Educational Resources, this position provides academic support to students and assists with the daily activities of the Educational Resource Center (ERC). This is a great opportunity for someone who enjoys working with students and being part of a supportive learning environment.

KEY RESPONSIBILITIES

- Provide tutoring and academic assistance to students in a variety of subjects.
- Help develop tutoring materials and resources to support student learning.
- Work with faculty and staff to help meet students' academic needs.
- Assist with daily ERC activities, including library resources and textbook inventory.
- Participate in training opportunities and staff meetings.
- Maintain basic records of tutoring services.
- Occasionally travel between campuses as needed.

REQUIREMENTS

- Successful completion of at least 20 college credit hours with a strong academic record.
- Basic computer skills, including familiarity with Microsoft Office programs.
- Good writing, grammar, and communication skills.
- Friendly, dependable, and comfortable working with students and staff.
- Willingness to learn new skills and assist with a variety of tasks.
- Ability to maintain confidentiality and work well with others.
- Availability to work up to 25 hours per week during academic semesters, with occasional weekend hours.
- Willingness to travel between campuses as needed.
- Must successfully complete required criminal background and Child Maltreatment Registry checks.

HOURS AND PAY RATE

\$11.00 per hour, with a schedule of up to 25 hours per week.

All applications must include a cover letter, an updated résumé, and a copy of college transcripts. Applications received without the required documents are incomplete and ineligible for review.

DEADLINE FOR APPLICATIONS

Tuesday, November 3, 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 R0093050**, 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.