



Phillips Community College of the University of Arkansas is seeking qualified applicants for the following position serving Marianna, Lee County. This job posting is for a part-time, 10-15 hours a week, with no college benefits.

Adult Education Paraprofessional

Essential Job Duties:

- Coordinates Adult Education (AE) intake/registration and testing;
- Administers and scores TABE, Career Scope and GED practice tests;
- May act as a substitute teacher following prepared lesson plan;
- Participates in recruitment activities;
- Assists in contacting non-attending students;
- Meets and greets visitors and students to provide accurate information;
- Processes correspondence as required;
- Maintains student files, office equipment and supplies;
- Assists in gathering and verifying time sheets; and
- Performs other duties as assigned.

Qualifications:

High school diploma or equivalent required. Organizational skills and experience working with Microsoft Office preferred. Must have the ability and temperament to work with diverse populations of adult learners. Skills to supervise and self-manage required. Excellent communication skills are required.

Review of applications will begin immediately and will continue until filled. To request an application, contact the Personnel Office at PCCUA, PO Box 785, Helena, AR 72342 or call (870) 338-6474, extension 1271 or email ejames@pccua.edu.

PCCUA is an Equal Opportunity/Affirmative Action Employer