



Phillips Community College of the University of Arkansas is seeking qualified applicants for the following provisional position on the Helena-West Helena Campus. This job posting is for a full-time, 10.5 month provisional position.

**Adult Education Clinical Instructor
Helena-West Helena Campus**

Essential Job Duties:

- Coordinates intake/registration and testing;
- Administers and scores tests, supervises computer lab and maintains sign-in sheets;
- Participates in cross-training and data entry;
- Maintains computer lab equipment, inventory and software;
- Performs receptionist duties to include preparing reports;
- Acts as a substitute for instruction and testing;
- Works with students as a support coach and tutor; and
- Perform other program focused activities and duties as required.

Qualifications: Bachelor's degree preferred plus one year of related experience. Excellent oral and written communication skills are required. Must possess general office procedures and software application skills of Word, Access, Excel, etc. Must be familiar with using the Internet.

Review of applications will begin immediately and will continue until filled. To request an application, visit www.pccua.edu or email ejames@pccua.edu or call (870) 338-6474, extension 1271.

PCCUA is an Equal Opportunity/Affirmative Action Employer