



Phillips Community College of the University of Arkansas is seeking qualified applicants for the following position on the DeWitt Campus. This job posting is for a full-time, 10 month position.

**Coordinator-Career and Technical Center  
DeWitt Campus**

**Essential Job Duties:**

- Responsible for taking attendance;
- Sending correspondence;
- Completing school reports;
- Distributing and collecting grade sheets;
- Setting the calendar to coordinate with high schools;
- Substituting if a faculty member is absent;
- Working with discipline concerns;
- Assisting with transportation schedule;
- Curriculum management;
- Liaison between high school and K-12 school relations coordinator; and
- Performs other related responsibilities as required.

**Qualifications:**

Baccalaureate degree preferred. Organizational skills and working knowledge of MS Office Suite required. Must have the temperament and ability to work with high school students. Proven management and supervision skills required.

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

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