

Available Position
Institutional Services Assistant

East Arkansas Community College is seeking applications for an Institutional Services Assistant. The job duties include general cleaning of areas in and around office buildings, classrooms, lecture halls, etc. and other areas as required. This entails sweeping, moping, dusting, cleaning restrooms, emptying wastebaskets, etc.

Educational Requirements: High school diploma or equivalent, sufficient training to read, write, etc.

Minimal Experience Requirements: (2) years' work experience/On the job training.

Please submit an EACC application to EACC Human Resources Office located @ 1700 Newcastle Road, Forrest City, AR 72335, or online @ www.eacc.edu. Review of applications will begin immediately and continue until position is filled.

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