

Nursing Instructor (Clinical)

CRTI is accepting applications for the following Extra Help Position:

Nursing Instructor (Clinical):

Job duties: Supervise student's patient care in hospital and nursing homes, grade papers, evaluate students, assist during skills check off, and attend required faculty meetings.

Job requirements: RN with current AR License without disciplinary action, two years' experience (Preferably hospital experience).

Please submit a CRTI application (www.crti.tec.ar.us) to CRTI Personnel Office, 1620 Newcastle Road, Forrest City, AR 72335. Review of applications will begin immediately and continue until the position is filled.

CRTI IS AN AA/EO EMPLOYER.

Institutional Services Assistant

Crowley's Ridge Technical Institute is currently accepting applications for an Institutional Services Assistant Extra Help Position:

JOB RESPONSIBILITIES:

Custodial and cleaning duties for all areas of the campus. This entails sweeping, moping, dusting, cleaning restrooms, emptying wastebaskets, etc.

JOB REQUIREMENTS:

Sufficient education or training to read, write, and follow oral instructions, however, a high school diploma or equivalent is preferred. A valid driver's license is required.

All applicants must submit a state application to:

Crowley's Ridge Technical Institute
ATTN: Personnel Department
P.O. Box 925
Forrest City, AR 72336

Physical address:

Crowley's Ridge Technical Institute
ATTN: Personnel Department
1620 Newcastle Road
Forrest City, AR 72335

Applications are available at the Department of Workforce Services or Crowley's Ridge Technical Institute.

Apply online at: www.crti.tec.ar.us fillable applications are available on the website under Employment Application on the left side of the website or [Click here for application](#). You must have Adobe Acrobat Reader installed in order to fill out the application. Save application and email it as an attachment.

The application and any required materials may be e-mailed to Christine Haggans: chris@crti.tec.ar.us or fax to 870-633-9328.

Crowley's Ridge Technical Institute is an Affirmative Action/Equal Opportunity Employer.

Closing Date: Job will be open until filled.

(2) Administrative Specialist II Student Services/Front Desk Positions

Crowley's Ridge Technical Institute is currently accepting applications for (2) Administrative Specialist II Positions.

JOB RESPONSIBILITIES:

Perform receptionist duties, typing filing, answering the telephone, scanning documents, collecting and distributing mail, researching and compiling data for reports, entering and maintaining data files, making copies as needed for instructors, Prepare cash/charge tickets, enter student data, inventory books and supplies, enter grades, prepare transcripts, compile enrollment reports, and assisting with registration and graduation.

EDUCATION AND EXPERIENCE REQUIREMENTS:

A high school diploma or equivalent plus four years of experience in bookkeeping, basic accounting, billing, or a related field.

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Physical address:

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(2) Part-Time General Adult Education Instructors

Crowley's Ridge Technical Institute is currently accepting applications for (2) Part-Time General Adult Education Instructors.

JOB DUTIES:

Instruct student in adult education classes from level 0 to 12.9. Administer student assessment test; prepare lesson plans. Some of the classes may be in the evening and/or off campus in business/industry facilities. Other duties as assigned.

KNOWLEDGE, ABILITIES, AND SKILLS:

Have knowledge of the principles and practices of the education level being taught. Have knowledge of the functions, operations, and/or maintenance of various equipment used in the classroom. Ability to instruct students in general adult education. Ability to evaluate student performance and measure progress. Ability to develop or revise adult education curriculum. Ability to prepare lesson plans and contextual instruction aides. Ability to make oral and written presentations. Ability to work in Word, Excel, PowerPoint, and publication software. Skills test will be administered.

MINIMUM REQUIREMENTS:

Formal education of a Bachelor's Degree and hold a current Arkansas Department of Education Teacher's License PLUS two years' experience in the teaching field.

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Forrest City, AR 72336

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