

**Part-Time Institutional Services Assistant -Adult Education
Campus in Jonesboro
Arkansas State University - Newport**

Direct Link: <https://www.AcademicKeys.com/r?job=261544>

Downloaded On: Aug. 23, 2025 12:30am

Posted Aug. 22, 2025, set to expire Aug. 12, 2026

Job Title Part-Time Institutional Services Assistant -Adult
Education Campus in Jonesboro
Department Campus in Jonesboro
Institution Arkansas State University - Newport
Newport, Arkansas

Date Posted Aug. 22, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Other

Apply Online Here <https://apptrkr.com/6494662>

Apply By Email

Job Description

Image not found or type unknown



Part-Time Institutional Services Assistant -Adult Education Campus in Jonesboro

Location: Jonesboro

Job Code: 349

of Openings: 1

Part-Time Institutional Services Assistant-Adult Education Campus in Jonesboro

Arkansas State University-Newport

Part-Time Institutional Services Assistant -Adult Education
Campus in Jonesboro
Arkansas State University - Newport

Direct Link: <https://www.AcademicKeys.com/r?job=261544>

Downloaded On: Aug. 23, 2025 12:30am

Posted Aug. 22, 2025, set to expire Aug. 12, 2026

Part-Time Institutional Services Assistant -Adult Education
Campus in Jonesboro
Arkansas State University - Newport

Direct Link: <https://www.AcademicKeys.com/r?job=261544>

Downloaded On: Aug. 23, 2025 12:30am

Posted Aug. 22, 2025, set to expire Aug. 12, 2026

Part-Time Institutional Services Assistant -Adult Education
Campus in Jonesboro
Arkansas State University - Newport

Direct Link: <https://www.AcademicKeys.com/r?job=261544>

Downloaded On: Aug. 23, 2025 12:30am

Posted Aug. 22, 2025, set to expire Aug. 12, 2026

Part-Time Institutional Services Assistant -Adult Education
Campus in Jonesboro
Arkansas State University - Newport

Direct Link: <https://www.AcademicKeys.com/r?job=261544>

Downloaded On: Aug. 23, 2025 12:30am

Posted Aug. 22, 2025, set to expire Aug. 12, 2026

Part-Time Institutional Services Assistant -Adult Education
Campus in Jonesboro
Arkansas State University - Newport

Direct Link: <https://www.AcademicKeys.com/r?job=261544>

Downloaded On: Aug. 23, 2025 12:30am

Posted Aug. 22, 2025, set to expire Aug. 12, 2026

Part-Time Institutional Services Assistant -Adult Education
Campus in Jonesboro
Arkansas State University - Newport

Direct Link: <https://www.AcademicKeys.com/r?job=261544>

Downloaded On: Aug. 23, 2025 12:30am

Posted Aug. 22, 2025, set to expire Aug. 12, 2026

**Part-Time Institutional Services Assistant -Adult Education
Campus in Jonesboro
Arkansas State University - Newport**

Direct Link: <https://www.AcademicKeys.com/r?job=261544>

Downloaded On: Aug. 23, 2025 12:30am

Posted Aug. 22, 2025, set to expire Aug. 12, 2026

The Institutional Services Assistant is responsible for cleaning of areas in and around office buildings, classrooms, lecture halls, conference rooms, auditoriums, dining areas, building common areas, and other areas as required.

The successful candidate will have the demonstrated ability to multi-task and work effectively with others while promoting a positive organizational culture by embodying the institutional values of community, diversity, innovation, integrity, student-centeredness and trust.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Removes trash from waste baskets, dumps trash, sanitizes and re-lines trash receptacles daily, or as needed, and operates trash compactors.

Wipes furniture, such as desktops, tables, and other surfaces.

Cleans walls, windows, window sills, stairways, and entry ways, as needed.

Sweeps, mops, and buffs floors, vacuums floors daily, and shampoos carpets, cleans baseboards, dusts and/or wipes clean furniture, desk tops, table tops, cabinets, and other surfaces, such as ceiling fans, black/white boards, appliances, and fixtures.

Strips, waxes, and buffs floors, as needed or scheduled. Cleans bathroom fixtures and stocks restrooms with soap, toilet tissue, and paper towels.

Cleans areas requiring special cleaning methods, by using specific cleansers, sterilizing equipment, and/or disposing of contaminated wastes.

Assists in set-up of events and cleaning after events.

Performs other duties as assigned.

To apply, please visit

<https://phe.tbe.taleo.net/phe03/ats/careers/v2/viewRequisition?org=ASUN&cws=37&rid=349>

**Part-Time Institutional Services Assistant -Adult Education
Campus in Jonesboro
Arkansas State University - Newport**

Direct Link: <https://www.AcademicKeys.com/r?job=261544>

Downloaded On: Aug. 23, 2025 12:30am

Posted Aug. 22, 2025, set to expire Aug. 12, 2026

Contact Information

Please reference Academickeys in your cover letter when
applying for or inquiring about this job announcement.

Contact

Campus in Jonesboro
Arkansas State University - Newport

,