University of Arkansas at Monticello
Custodial Services
Institutional Services Assistant Pool

The University of Arkansas at Monticello (www.uamont.edu/pages/resources/jobs) is seeking applicants for an Institutional Services Assistant Pool.

**Qualifications:** Minimum qualifications include the completion of sufficient education or training to read and write. Job related education and/or experience may be substituted for all or part of these basic requirements.

**Responsibilities:** Duties include cleaning floors by sweeping, vacuuming, and mopping as required; emptying waste baskets, dumping trash, replacing trash bags; wiping furniture clean such as desk tops, tables, and other surfaces; cleaning restroom facilities; replacing paper towels and tissue as needed and maintaining adequate supply of each; notifying supervisor of maintenance and repairs needed in areas cleaned; performing other responsibilities as required or assigned.

**Salary:** Position is grade C103 on state pay plan with a beginning salary of $16,640 with excellent fringe benefits.

**Application Process:** Interested parties may obtain a UAM application on-line at www.uamont.edu/pages/resources/jobs or from one of the three campus locations:

UAM Personnel Office, Sorrells Hall, Room 200, Monticello
UAM College of Technology-Crossett, 1326 Highway 52 West, Crossett
UAM College of Technology-McGehee, 1609 East Ash (Highway 1), McGehee

All completed applications are to be submitted to the University’s Personnel Office, Sorrells Hall, Room 200, P.O. Box 3597, Monticello, AR 71656.

Review of applicant data will begin immediately and continue until the position is filled.

UAM is an Affirmative Action/ Equal Opportunity Employer and is subject to FOI requests.