An Evergreen Requisition is a general pool advertisement designed to source applications and is used in most cases to hire a temporary employee.

Because an employee cannot be hired directly from an Evergreen Requisition the **E**mployment **Coordinator** or **Manager** will need to create a Job Requisition in Workday in order to hire a temporary employee.

For details on how to use the **Start Job Requisition** task, review the Create Job Requisition Quick Reference Guide or contact Human Resources for additional details.

APPLICANTS

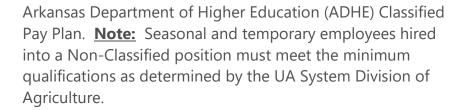Applicants should apply to the UADA Temporary Positions Evergreen Requisition posted on our External Career site.

Applicants actively employed with any UA System Institution (excluding UAMS) should apply in Workday by clicking on the **Career** application or by searching for **Find Jobs Internal** in the search tool.

JOB TITLES

For more details on which State titles are available for use, please refer to the Title Chart on page 2.

MINIMUM QUALIFICATIONS

Applicants must meet the minimum qualifications for the State title in which they are hired as determined by the

Arkansas Department of Higher Education (ADHE) Classified Pay Plan. **Note:** Seasonal and temporary employees hired into a Non-Classified position must meet the minimum qualifications as determined by the UA System Division of Agriculture.

To view the summary, functions, and minimum qualifications for the State titles listed below in the Title Chart, click on the following link to ADHE's Classification and Compensation Search tool. Search by title or grade.
https://www.adhe.edu/institutions/classification-and-compensation/

HOURLY PAY RATES

Hourly pay rates/ranges for Classified temporary titles are determined by the Arkansas Department of Higher Education (ADHE) Classified Pay Plan.

Hourly pay rates/ranges for Non-Classified temporary titles are determined by the UA System Division of Agriculture and should be approved by Human Resources prior to hire.

Use the Temporary-Seasonal Employee Rate Chart to assign hourly rates. Rates assigned above entry will require a written justification in the comments section of the Job Requisition. Check with Human Resources for more information as additional approvals may be needed. For additional information on seasonal or temporary employee pay, contact HR.

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State Title	Grade
Human Resources Analyst	C117
Administrative Assistant	C115
Administrative Analyst	C115
Administrative Support Supervisor	C113
Human Resources Specialist	C113
Administrative Specialist III	C112
Administration Support Specialist	C112
Administrative Specialist II	C109
Administrative Support Specialist	C109
Administrative Specialist I	C106
Extra Help Assistant	C101
Fiscal Support Manager	C123
Procurement Manager	C121
Payroll Services Coordinator	C119
Procurement Coordinator	C119
Fiscal Support Supervisor	C118
Accountant II	C117
Accountant I	C116
Fiscal Support Analyst	C115
Purchasing Specialist	C115
Payroll Services Specialist	C115
Fiscal Support Specialist	C112
Accounting Technician	C110
Fiscal Support Technician	C108
Extra Help Assistant	C101
CES Program Assistant	C108
Systems Analyst	C122
Computer Support Coordinator	C121
Computer Support Specialist	C119
Network Support Analyst	C118
Computer Support Analyst	C117
Computer Support Technician	C115
Computer Operator	C114
Network Analyst	C114
Computer Lab Technician	C110
Extra Help Assistant	C101

State Title	Grade
Maintenance Coordinator	C117
Skilled Trades Foreman	C117
Skilled Trades Supervisor	C116
Skilled Tradesman	C115
Maintenance Supervisor	C115
Print Shop Supervisor	C115
Institutional Printer	C114
Maintenance Specialist	C112
Landscape Specialist	C110
Warehouse Specialist	C110
Campus Postmaster	C110
Farm Maintenance Mechanic	C110
Heavy Equipment Operator	C109
Skilled Trades Helper	C108
Maintenance Assistant	C108
Institutional Services Shift Sup	C107
Apprentice Tradesman	C105
Shipping & Receiving Clerk	C105
Institutional Services Supervisor	C104
Institutional Services Assistant	C103
Extra Help Assistant	C101
Research Technologist	C119
Research Assistant	C112
Laboratory Technician	C110
Equipment Mechanic	C110
Greenhouse Technician	C109
Research Technician	C109
Research Field Technician	C108
Agriculture Farm Technician	C106
Agriculture Lab Technician	C106
Extra Help Assistant	C101

Note:
Titles in Blue have an approved Labor Market Rate established for this fiscal year.

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