



Position Opening Notice

Counselor – Small Business Development Center (Gila County-Payson Campus) Part-time

College and Area Information: Eastern Arizona College's District Offices are located in Thatcher, Arizona, a beautiful rural area with easy access to arid as well as mountainous recreation. The College is located approximately 125 miles northeast of Tucson and 165 miles southeast of Phoenix. EAC is a comprehensive community college offering five associate degrees across nearly 50 programs of study. Eastern Arizona College is the oldest member of the Arizona Community College system and is fully accredited by The Higher Learning Commission of NCA.

Organizational Relationship: The Part-time Counselor – SBDC Gila County Payson Campus reports to the Director – EAC Small Business Development Center. Funding for this position is contingent upon continuation of the federally funded grant program.

Required Qualifications:

- A combination of education and experience relevant to small business operations including direct experience in small business operations.
- Experience with financing business start-ups.
- Ability to interact effectively with public and private sector organizations.
- Knowledge of a variety of micro-computer business software applications.
- Strong interpersonal relation skills.
- Strong communication and presentation skills.
- Ability to work independently while maintaining effective communication with supervisors, peers, and customers.

Preferred Qualifications:

- Bachelors Degree in Business Administration or a closely related field.
- Teaching experience and/or skills
- Small business ownership or management experience.
- An understanding of and commitment to the community college philosophy.

Responsibilities:

- Provide information, education, counseling and other resources to customers.
- Organize classes, seminars, and workshops about various small business topic such as pre-venture, development, financing, and operations.
- Provide technical services and information including market research, computer software application uses, and analysis and interpretation of financial statements.
- Work closely with public and private sector organizations to further the interests and success of small business.
- Communicate effectively in diverse situations using a variety of medium.
- Regularly travel throughout the Gila County service area and to various areas of the state as necessary.
- Demonstrate and utilize up-to-date knowledge of small business practices, procedures, and administration to anticipate and creatively solve problems and capitalize on opportunities.
- Report activity using a statewide database for counseling, training, and information transfer reports.
- Perform other duties as necessary.

Application Information: Please indicate how you learned of this opening. Applicants should send a letter of application addressing each of the required and preferred qualifications and describing experience related to the position responsibilities, a resume, and a minimum of three written confidential letters of professional references, to:

Eastern Arizona College SBDC
Counselor – SBDC Gila County Payson Campus PT Position
615 N. Stadium Avenue
Thatcher, AZ 85552-0769

The submission of all required application materials for the screening committee's review is the responsibility of the applicant.

Applicants must be prepared to interview at their own expense.

Closing Date All applicant materials must be received by 5:00 p.m. May 25, 2018. A decision is anticipated on or about June 8, 2018.

Compensation and Position Availability: The initial position compensation is \$20,280 per year. This part-time position will work no more than 19.5 hours per week. Funding for this position is contingent upon continuation of the federally funded grant program. The anticipated position start date is **as soon as practicable once offer is accepted.**

Questions: Kevin Peck, Director – EAC Small Business Development Center

- Voice: (928) 428-8590
- FAX: (928) 428-2578
- Email: kevin.peck@eac.edu

Eastern Arizona College is in compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the Rehabilitation Act of 1973, and does not discriminate on the basis of race, creed, color, national origin, disability, age, or sex in any of its policies, practices, or procedures. This includes, but is not limited to admissions, employment, financial aid, educational services, programs, and activities. Eastern Arizona College is in full compliance with the Crime Awareness and Campus Security Act of 1990 as revised. The Annual Security Report of all reported campus crimes is available at www.eac.edu/Academics/Catalogs/Current/fed.shtm#Act. A paper copy of the report will be provided upon request. Contact the Thatcher Campus Security Office at (928) 428-8240 for more information.

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