



## **Position Opening Notice**

### **Special Assistant to the President, Community and Government Relations**

#### **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 Special Assistant to the President, Community and Government Relations reports to the President of Eastern Arizona College.

#### **Required Qualifications:**

- Bachelor's degree in Political Science, Public Relations, Communications, or other closely related field; or, an equivalent combination of education and experience directly relevant to the position.
- Excellent oral and written communication skills in both public and inter-personal venues.
- Comfortable using various technologies to provide effective communication and optimal productivity.
- Thorough understanding and familiarity with the complex practices and operations of applicable legislative bodies and government agencies.
- Considerable skill in negotiation techniques, conflict resolution, and building consensus among and between very diverse macro and micro entities involved in the delivery of high quality post-secondary education.
- Ability to cultivate strong stakeholder relationships built on common interests and goals related to the continued success of the organization.
- Ability to develop and maintain an excellent institutional reputation within the service area through positive interaction among political leaders, community leaders, citizens, and students.
- The ability to function effectively as a responsible and effective member of a vital executive team and organization.
- The ability to function calmly and effectively in high stress situations and to work effectively under pressure, with multiple deadlines and changing priorities.

#### **Preferred Qualifications:**

- Master's degree in an area directly relevant to the responsibilities and requirements listed.
- Meaningful and demonstrated ability to develop, promote, and successfully implement strategic initiatives or policies that positively affect the institution.
- Currently registered lobbyist for the State of Arizona and meaningful experience with Arizona and Federal legislative processes.
- Strong understanding and facility navigating the practices and techniques of legislative advocacy, legislative research and impact analysis.
- A strong understanding of the legal and regulatory environment of post-secondary education and the ability to respond to and effectively operate within that environment.
- Demonstrated ability to incorporate the ethical values of integrity, honesty, loyalty, equity and fairness, confidentiality, and trustworthiness in job performance.
- An understanding of and commitment to the community college philosophy and the mission and values of Eastern Arizona College.

#### **Responsibilities:**

- Provide data, analysis, input and counsel directly to the President of Eastern Arizona College relating to initiatives and matters of political, legislative, civic, and public importance affecting the College.

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 compliance with the Crime Awareness and Campus Security Act of 1990 as revised. The Annual Security and Fire Safety Report that includes all reported campus crimes is available on the EAC website and can be accessed at [http://www.eac.edu/About\\_EAC/Consumer\\_Information/report.pdf](http://www.eac.edu/About_EAC/Consumer_Information/report.pdf). A paper copy of the report will be provided upon request.

A daily crime log is available from the EAC Police Department upon written request.

**AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER**

- Develop and maintain a strong understanding of the political, legal, regulatory and compliance environments of post-secondary education and provide meaningful direction and support for the organization's efforts to meet these critical responsibilities.
- Develop and maintain a thorough understanding of College policies and regulations; provide direction and assist college leaders in compliance with such; propose revisions as needed.
- Develop and maintain an array of networks focused on advocacy and/or community relations; and, develop and maintain viable and effective partnerships (external and internal) in support of the College's mission and values.
- Model and support the efforts of the College to maintain our excellent institutional reputation as we provide quality higher education and service to our stakeholders.
- As a member of the executive team of the College, provide meaningful communication, input, direction and support to executive leadership, administration, faculty, staff and other stakeholders as needed.
- Model and assist with all aspects of the responsible fiscal management of the College.
- Provide all generally accepted administrative duties appropriate to the office of Special Assistant to the President for Community and Government Relations and perform other duties as assigned or necessary.

**Application Information:**

Applicants should send a letter of application addressing each of the required and preferred qualifications and describing experience related to the position responsibilities, a vita, transcripts (if copies are sent, official transcripts must be on file prior to the date of hire), a signed copy of the EAC application form, and a minimum of three written confidential letters of professional references, to:

Eastern Arizona College Human Resources  
 Special Assistant to the President 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. Monday, June 25, 2018. A decision is anticipated on or about July 14, 2018.

**Compensation and Position Availability:**

The initial position compensation range is \$74,227 to \$87,723 per current salary schedule plus a cash flex benefit. The position also includes excellent employee benefits. The anticipated position start date is as soon as practicable once the successful candidate is identified.

Questions:

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