



Position Open Notice
Assistant I – Commons Lab Manager – Part-time
Thatcher, Arizona

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.

Position Summary and Organizational Relationship:

The Assistant I – Commons Lab Manager position reports to the Dean of Business, Computers and ITE and will perform a variety of administrative tasks in support of the Commons Lab operation. This role will coordinate activities in the computer lab to ensure that students have access to and assistance in the use of computer technology; assume full responsibility for the operation, safety, and security of the computer lab during operation hours; hire, train, and supervise work-study students that support the computer lab; performs basic troubleshooting and maintain an inventory of supplies for the division and lab.

Required Qualifications:

Required qualifications to effectively perform job. An equivalent combination of education, training, and experience will be considered.

- Proven administrative or assistant experience.
- Basic computer software knowledge
- Proficient in Microsoft Office
- Strong problem-solving skills
- Excellent written and verbal communication skills

Preferred Qualifications:

- Associate degree in Business or related field
- Self-starter who works well under moderate supervision and with close co-worker relationships.

Essential Functions:

- Provides for the general cleanliness, safety, and security of the lab. Reports maintenance problems as they occur. Establishes and enforces procedures for the lab and equipment, supplies, materials, software, hardware, and peripherals. Addresses problems with students who do not follow established procedures or exhibit disruptive behavior.
- Oversees the work of work-studies to include hiring, training, scheduling, and monitoring performance.
- Maintains and inventories computers, software, printers, equipment, materials, and supplies.

- Disposes of surplus equipment in accordance with established procedures.
- Works with students individually and in groups to provide direct assistance in their access to computer technology; orients students to the lab and helps students who are learning to use specific software and hardware. Develops and maintains instructions for use of specific software.
- Provides students, staff, instructors, and the public with information about the computer lab over the phone and in person.
- Maintains records of activities undertaken in support of the computer lab. Develops and prepares reports from statistical database.
- Works with Administrative Assistant to the Dean and the Marketing & Public Relations department to prepare flyers to promote and market the computer lab.

Knowledge, Skills, and Abilities:

May be representative, but not all-inclusive, of those knowledge, skills, and abilities commonly associated with the job.

- Proficient in using Microsoft Office 365 including Outlook, Word, and Excel, electronic communication and information tools and general office equipment with good typing and data entry skills.
- Organized thinker with exceptional attention to detail.
- Excellent communication skills, both verbally and in writing.
- Strong editing skills.
- Ability to effectively organize and prioritize work as well as concentrate on multiple tasks simultaneously.
- Ability to handle sensitive information and maintain confidentiality.
- Excellent customer relations demeanor and skills.
- Ability to communicate effectively in both oral and written form with a diverse internal and external audience.
- Ability to maintain accurate records.
- Strong ability to retain knowledge.

Application Information:

Applicants should send a resume, a letter of application addressing each of the required and preferred qualifications and describing experience related to the position responsibilities and a signed copy of the EAC application form available on EAC’s website ([EAC Application Form](#)) to careers@eac.edu or can be mailed to the address listed below:

Eastern Arizona College
 Human Resources – AP 243
 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:

Application close date is June 23, 2023. Review of applications will begin immediately and continue until the successful candidate is identified.

Compensation and Position Availability:

The initial position compensation is \$16.40 per hour. The anticipated position start date is August 16, 2023.

Questions:

Human Resources Department

Voice: (928) 428-8915

FAX: (928) 428-2578

E-mail: Careers@eac.edu

EASTERN ARIZONA COLLEGE IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

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 complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S. Code § 1092(f) and the Higher Education Opportunity Act of 2008, by distributing an Annual Security and Fire Safety Report. The report is intended to inform the campus community of campus safety information, Clery Act crime statistics, on-campus housing fire data and statistics, and policies and procedures relating to sexual violence, emergency response, and other safety factors. A copy of EAC's Annual Security and Fire Safety Report can be found at http://www.eac.edu/About_EAC/Consumer_Information/report.pdf. Additional copies are available at the Alumni Library (Thatcher Campus), the Learning Resource Center (Payson Campus), and the library (Gila Pueblo Campus). A paper copy of the report will be provided upon request at EAC's District Office, located at 615 N. Stadium Avenue, Thatcher, AZ.

A daily crime log listing all criminal and alleged criminal incidents reported to campus police/security is available on-site, during normal business hours, at each of the campuses: EAC Police Department, located at 620 N. College Avenue, Thatcher, AZ (Thatcher Campus); Gila Pueblo Campus Administration Office, located at 8274 Six Shooter Canyon Road, Globe, AZ (Gila Pueblo Campus); and Payson Campus Administration Office, located at 201 N. Mud Springs Rd., Payson, AZ (Payson Campus).

A fire log containing all reported fires that occurred at any of EAC's on-campus student housing facilities is available during normal business hours at the Housing Office, located at 900 N. College Avenue, Thatcher, AZ.