



**Position Open Notice**  
**Secretary I, Marketing – 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.

**Organizational Relationship:**

The Marketing Assistant reports to the Director Marketing and Public Relations.

**Required Qualifications:**

- Proven administrative or assistant experience
- Proficient in MS Office
- Knowledge of office management systems and procedures
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills
- Willing to be part of a team

**Preferred Qualifications:**

- At least 5 years of experience in the field or in a related area
- High school diploma or equivalent; college degree preferred

**Essential Functions:**

- Prepare and monitor invoices
- Submit and reconcile expense reports
- Organize department projects and prepare progress reports
- Maintain supplies inventory and organize equipment
- Organize and schedule meeting appointments
- Maintain a variety of contact lists
- Produce and distribute correspondence
- Order office supplies
- Carry out administrative duties such as filing, typing, copying, binding, scanning, etc.
- Book conference calls, rooms, hotels, etc.
- Develop and maintain computer and manual filing systems
- Resolve administrative problems
- Research solutions to help office run more smoothly
- Greet and assist visitors
- Conduct other duties as assigned

**Application Information:**

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

Eastern Arizona College  
Human Resources – AP243  
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:**

Open until filled; review of applicants will begin immediately and continue until the successful candidate is identified.

**Compensation and Position Availability:**

The position compensation is \$16.40 per hour. The anticipated position start date is as soon as practical once the successful candidate is identified.

**Questions:**

Human Resources Department  
Voice: (928) 428-8915  
FAX: (928) 428-2578  
E-mail: [Careers@eac.edu](mailto: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](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.