



**Position Open Notice**  
**Tutor/Academic Advisor– Part-time**  
Payson Campus

**College and Area Information:**

Eastern Arizona College and Gila County Community College Provisional District have partnered to provide higher education services in Gila County at the Gila Pueblo Campus in Globe, Payson Campus and other sites. As the educational service provider, Eastern Arizona College's offerings within Gila County are fully accredited community college programs. 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 Tutor/Academic Advisor reports to the Campus Associate Director. This is a part-time position generally consisting of no more than 19.5 hours per week as scheduled by the supervisor. Funding for this position is contingent upon continuation of the external contract between the Gila County Community College Provisional District and Graham County Community College District.

**Required Qualifications:**

- Understanding of academic schedules and program sequencing
- Ability to research and develop a community resource guide for students. Strong customer service and communication skills
- Willing and able to work a flexible work schedule including evenings as needed
- Ability to cope with frequent interruptions and changing department needs
- Ability to start and carry through on responsibilities and projects with minimal supervision
- Knowledge of technology and the ability to help customers utilize technology within the library
- Well-developed ability to work effectively both independently and as a productive member of a team
- Ability to follow established procedures and guidelines effectively

**Essential Functions:**

- Provide academic counseling for a diverse student body in a wide variety of programs
- Develop resources for referrals and network with community mental and behavioral health agencies and other community resources to support students
- Assist students with finding appropriate resource materials
- Assist students with Wi-Fi and Gila Hank set-up
- Provide coverage for Learning Resource Center clerk as needed
- Perform other duties as assigned.

## **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 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 – 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:**

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. This is a part-time position generally consisting of no more than 19.5 hours per week as scheduled by the supervisor. Funding for this position is contingent upon continuation of the external contract between the Gila County Community College Provisional District and Graham County Community College District.

## **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.