



Position Open Notice
Cosmetology Instructional Assistant (Part-time)
Payson, 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 part-time Cosmetology Instructional Assistant reports to the Associate Professor of Cosmetology, Payson Campus. This is a part-time, position generally consisting of 19.5 hours per week, Tuesday – Saturday, with occasional evenings and Mondays.

Required Qualifications:

- State of Arizona licensed cosmetology instructor.
- Three (3) years' practical experience in cosmetology.
- Ability to relate effectively with students from a wide variety of ethnic backgrounds, learning orientations, and levels of preparedness.
- Ability to work well within a departmental structure and with other faculty and staff in the design and implementation of curriculum and assessment protocols.
- Broad knowledge of the Cosmetology program and the ability to teach various courses within the cosmetology field.
- Computer literate with experience using computers for supplemental and mediated instruction.
- Ability to promote the Cosmetology program, actively recruit students, and encourage participation.
- Experience in the supervision of students and staff in the area of cosmetology.
- Strong communication and organizational skills.
- Willing and able to work a traditional and non-traditional schedule to include late afternoons, nights, and Saturdays as assigned.

Preferred Qualifications:

- Associate degree.
- Innovative teaching experience in a Cosmetology setting.
- High level of positive and proactive collegiality.
- A clear understanding of and commitment to the college's philosophy and goals.

Essential Functions:

- Teach a variety of cosmetology courses and provide effective guidance and supervision of students during hands on training on the floor.
- Teach no more than 19.5 contact hours a week, including Saturdays and occasional evenings.
- Participate in developing, building, and maintaining an effective Cosmetology program of study.
- Provide course and floor supervision at various times including morning, afternoon, and evening schedules.

- Collaborate with cosmetology instructor and students in the operation of the Cosmetology program, including teaching the applicable courses including didactic and lab, student preparation for state testing, etc.
- Be available for consultation with colleagues, attend mandatory meetings, and complete training and other assignments as required.
- 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 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 applications will begin immediately and continue until the successful candidate is identified.

Compensation and Position Availability:

The compensation is \$26.93 per hour. The anticipated position start date is as soon as practical once the successful candidate is identified. Funding for this position is contingent upon continuation of the external contract between the Gila County Community College District and Graham County Community College District.

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.