



Position Open Notice
Summer Camp Assistant(s)
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 Summer Camp Assistant(s) reports to the Residence Life Administrator. This is a seasonal position, generally consisting of no more than 12 weeks at 25-40 hours per week, as scheduled by the supervisor.

Required Qualifications:

- Highly developed human relations and management skills especially those of organization, record keeping, and communication.
- Ability to effectively interact with a culturally diverse student population.
- Trustworthiness in handling confidential student issues and access to facilities and equipment.
- Willingness to work a flexible schedule including late nights, weekends, and holidays and participate in a rotating on-call schedule.
- Ability to effectively manage and oversee emergency situations.
- Ability to use dry and/or wet vacuum, rotary scrubber, polisher, carpet shampooer, etc. as needed.
- Ability to perform moderately heavy physical work including the ability to lift/move 50-100 pounds safely and consistently.
- Ability to manage tight deadlines and deal effectively with large numbers of users of buildings and equipment.
- Willing and able to work non-traditional hours and schedules.
- Ability to work cooperatively with other personnel.

Preferred Qualifications:

- Experience in a live-in residence life program in an academic setting or related field.
- Experience of a very similar nature within a public setting
- Supervisory experience in a live-in residence life program or a related field.
- Ability to evaluate hall equipment/systems issues and common/room damages within facility, request appropriate repairs, and apply necessary charges as needed.
- Willingness to attend and/or participate in college activities and enjoy interacting with a diverse population of students.
- Familiarity with the mission of the College and Residence Life.

Essential Functions:

- Supervise residence halls.
- Promote and maintain residence hall safety and security.
- Maintain inventory of residence hall property, issue appropriate charges for damaged or lost items, and document and report items for repair or replacement.
- Supervise residential summer camps as scheduled.
- Sweep, mop, vacuum, clean and dust meeting rooms, classrooms, offices, furniture, entryways, walkways, hallways, stairs etc. as appropriate.
- Buff floors.
- Clean, scrub down, and wash special areas and equipment.
- Move or set up chairs, tables, and furniture and equipment as required.
- Empty trash, wastebaskets, pencil sharpeners; clean chalkboards, whiteboards, erasers, presentation equipment, etc.
- Clean and disinfect washbowls, toilets, sinks, drinking fountains etc.
- Replace light bulbs, towels, soap, and other supplies.
- Work from a ladder as necessary and operate various pieces of equipment safely.
- Secure areas as required.
- Perform other duties as assigned 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:

All applicant materials must be received by 5:00 p.m. Monday, May 1st, 2023.

Compensation and Position Availability:

The initial position compensation is \$15.73 per hour. The anticipated position start date is May 15th, 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.