



Position Open Notice

TRACC Grant and Career Service Center Director

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 TRACC Grant and Career Service Center Director position reports to the Director of Grants and will perform various administrative tasks supporting the Career Service Center and Targeting Rural Accessibility to College and Career (TRACC) grant. This lead role will establish EAC's new Career Service Center (CSC) by working with EAC faculty, staff, administration, local businesses, workforce development partners, and industry experts. The position will also serve as the TRACC grant project director and be responsible for knowing and adhering to all federal grant guidelines. This important team-building role requires attention to detail, accounting experience, a professional demeanor, superior communication skills, and excellent people skills.

Required Qualifications:

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

- Bachelor's degree in education, English, social work, business, or related field.
- Team player with excellent communication and leadership experience.
- Experience working with individuals from diverse backgrounds and in rural communities.
- Self-starter who works well under moderate supervision and with close co-worker relationships.

Preferred Qualifications:

- Master's degree in education, English, social work, business, or related field.
- Project management and supervision skills.
- Workforce development experience and/or work-based learning development.
- Proficient in accounting and finance management.
- Federal grant management experience.
- Familiarity of secondary and post-secondary education systems and processes, including working with students.
- Experience creating community relationships with local businesses, non-profits, and economic development agencies.
- Experience in establishing, leading, and growing new programs.

Essential Functions:

- Supports the vision, mission, purposes, and values of the college.
- Works closely with EAC departments and community partners to lead and implement overall project management of the federally funded TRACC grant.
- Manages grant budget in accordance with institutional compliance with federal grant guidelines and regulations.
- Directs and coordinates the evaluation and reporting of all TRACC grant objectives to the U.S. Department of Education in conjunction with EAC Institutional Research and Director of Grants.
- Establishes the Career Service Center on EAC's Thatcher campus and serves as director.
- Supervises CSC staff and works collaboratively with TRACC Student Success Advisors on grant objectives.
- Develops and cultivates partnerships with community leaders, workforce development agencies, business owners and industry experts.
- Works with EAC faculty and administration to identify, create, and execute work-based learning opportunities for students.

Knowledge, Skills and Abilities:

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

- Organized thinker with exceptional attention to detail.
- Self-driven and follows up on assignments without being prompted or reminded, meets deadlines, and is creative in new project ideas.
- Ability to effectively organize and prioritize work and 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.
- 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.
- Demonstrated ability to incorporate the ethical values of integrity, honesty, loyalty, equity and fairness, confidentiality, and trustworthiness in job performance.
- Ability to occasionally work evenings and weekends and travel as needed for training purposes.

Physical Abilities:

Activities commonly associated with the performance of the functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

- Required to use close vision and be able to focus.
- Regularly required to talk and hear; frequently required to sit, stand and bend at the knee and waist, and walk.
- Must be able to have repetitive wrist, hand and/or finger movement to type and work on computer.
- Must have finger dexterity and hand-eye coordination to work on computer, telephone, and related office equipment.
- Regular attendance is a necessary and essential function.
- Work is performed in an office environment.

Subject to standing, walking, sitting for extended periods of time and possibly climbing stairs; bending, reaching above the shoulders and horizontally to retrieve files and supplies; kneeling and occasional lifting of objects up to 15 pounds.

Working Environment:

Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Work is performed in an office environment under general office conditions.
- Some local travel and out-of-state travel for conferences and partnerships outreach.
- Exposed to moderate noise levels.

Application Information:

Applicants should submit a letter of application addressing the required qualifications, their knowledge, skills and abilities and describing experience related to the position responsibilities. Include curriculum vitae, transcripts (if copies are sent, official transcripts must be on file prior to the date of hire), a signed copy of the EAC application form available on EAC's website ([EAC Application Form](#)), and a minimum of three written confidential letters of professional references.

Application materials can be emailed to careers@eac.edu or mailed to the address listed below:

Eastern Arizona College
Human Resources – SS-209
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:

The position is open until filled. Initial review of applications will begin **February 19th** and continue until the successful candidate is identified.

Compensation and Position Availability:

The initial position compensation range is **\$70,178-\$74,856** (exempt) per year. This position is grant-funded and contingent upon continued federal funding. The anticipated position start date is **March 25, 2024**.

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 <https://eac.edu/student-life/campus-safety.php>. 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.