



Position Open Notice

TRACC Student Success Advisor (2)- 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.

Position Summary and Organizational Relationship:

The Part-Time Student Success Advisor position reports to the Director of Counseling Services with grant-reporting duties to the TRACC Grant and Career Services Director and will perform a variety of tasks in support of the Targeting Rural Accessibility to College and Career (TRACC) grant. This role will work closely with all TRACC and counseling colleagues and other college personnel to establish and manage the Early College Program and enhance rural school outreach. This part-time position will maintain regular office hours and may include some evening hours once a week. These are part-time positions generally consisting of no more than 19.5 hours per week as scheduled by the supervisor.

Required Qualifications:

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

- Bachelor's degree in counseling, education, or similar field, or equivalent comprised of bachelor's degree and work experience.
- Experience or clear understanding of high school graduation requirements, community college placement, and academic advising.
- Team player with excellent communication and leadership experience.
- Self-starter who works well under moderate supervision and with close co-worker relationships.

Preferred Qualifications:

- Master's degree in counseling, education, or similar field.
- Two or more years of secondary or post-secondary advising experience.
- Skilled with programs such as AzCIS, Major Clarity, My Future AZ, Power School.
- Federal grant management experience.
- Knowledge of career exploration curricula, online tools, clusters of study, Education and Career Action Plans, and extended learning opportunities.

Essential Functions:

- Work with Lead Student Success Advisor in establishing the new Early College Program (ECP) with high schools in Graham and Greenlee Counties.
- Assist high school students applying to the ECP, provide one-on-one academic advising and guidance.
- Work with rural EAC students through proactive advising methods to create academic and career pathways that lead to transferrable credentials.
- Collaborate with EAC Admissions and Scholarship Department to travel to rural schools and provide academic support through presentations and one-on-one counseling for students seeking postsecondary education.
- Help Lead Student Success Advisor establish the Advisor Chat program to reach rural students.
- Collaborate with other Student Success Advisors to implement and report on grant activities.
- All other duties as assigned.

Knowledge, Skills and Abilities:

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

- Ability to create and deliver presentations to large audiences.

- Excellent customer relations demeanor and skills.
- 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.
- Organized thinker with exceptional attention to detail.
- Ability to effectively organize and prioritize work and concentrate on multiple tasks simultaneously.
- Ability to handle sensitive information and maintain confidentiality.
- Ability to communicate effectively in both oral and written form with a diverse internal and external audience.
- Demonstrated ability to incorporate the ethical values of integrity, honesty, loyalty, equity and fairness, confidentiality, and trustworthiness in job performance.
- Skilled at connecting and developing reports with diverse students.
Ability to occasionally work evenings, weekends, and travel as needed for training and presentation 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; 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 send a resume, a letter of application addressing each of the required 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](#)). Application materials can be emailed to careers@eac.edu or 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:

The position closes on Wednesday May 15, 2024. Review of applications will begin immediately and continue until the successful candidate is identified.

Compensation and Position Availability:

The initial position compensation is **\$26.79** per hour. This position is grant-funded and contingent upon continued federal funding. The anticipated position start date is **June 1, 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.