



Position Open Notice
Summer Camp Assistant(s)
Seasonal 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 Summer Camp Assistant(s) reports to the Residence Life Administrator and will perform a variety of tasks to ensure that a particular area of the campus is continually cleaned to a high standard, to ensure the comfort and safety of students, staff, and visitors. This is an important role that requires good organizational skills and attention to detail.

Required Qualifications:

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

- High school diploma or GED equivalent
- Some custodial or related experience is preferred.
- Must maintain a valid, current driver's license.
- Must be at least 18 years of age or older.
- Willing and able to work non-traditional hours and schedules.
- Trustworthiness in handling confidential student issues and access to facilities and equipment.

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.

Essential Functions:

- Perform a range of tasks to maintain the cleanliness of the college campus.
- 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.

Knowledge, Skills and Abilities:

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

- Knowledge of the proper use of chemicals.
- Ability to use commonly used custodial equipment.
- Ability to effectively organize and prioritize work as well as concentrate on multiple tasks simultaneously.
- Organized thinker with exceptional attention to detail.
- Good communication skills.
- Ability to work well both independently and as part of a team.
- 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.
- Ability to work cooperatively with other personnel.

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.
- Must have finger dexterity and hand-eye coordination.
- Occasionally required to reach and grasp items, and to stoop, kneel, crouch, crawl, and climb.
- Occasionally required to lift or move items of up to 50 pounds.
- Regular attendance is a necessary and essential function.

Working Environment:

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

- Generally, works in indoor conditions, but may occasionally be exposed to extreme temperatures and inclement weather conditions.
- Exposed to loud noise levels of vacuums, extractor fans, and other custodial equipment.
- Exposed to dust, chemicals, and fumes, and may occasionally be required to wear a respirator.
- Occasionally exposed to moving mechanical parts and the risk of electric shock.
- May occasionally work in a confined space or in a high, dangerous place.
- Exposed to bodily fluids and potentially hazardous chemicals or agents.

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 – 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 **closes on May 1, 2024**. Review of applications will begin on April 4, 2024, and continue until the successful candidate is identified.

Compensation and Position Availability:

The initial position compensation is **\$15.73 per hour**. The anticipated position start date is **Friday May 10, 2024**.

Questions:

Human Resources Department

Voice: (928) 428-8915

FAX: (928) 428-2576

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.