



Position Open Notice
CDL Program Coordinator
Full-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 CDL Program Coordinator reports to the Dean of Academics – Business, Computers and ITE. This is a full-time, 12-month position.

Required Qualifications:

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

- Hold a current Class A Arizona CDL License and medical clearance in conjunction with a clean driving record.
- Five or more years of documented CDL driving experience.
- Ability to perform maintenance checks and standard maintenance of program vehicle(s) and schedule outside maintenance needs as necessary.
- Understanding of and the ability to comply with ADOT requirements of a CDL training program.
- Strong commitment to working effectively with students, faculty and other stakeholders.
- Computer literate with excellent record, log and data development and maintenance abilities
- Strong oral and written communication skills with the ability to interact effectively with a diverse audience.
- Willing and able to work on a non-traditional schedule that may include early morning, day, evening, and/or weekend responsibilities and be available to teach day and/or evening and/or summer classes as assigned.

Preferred Qualifications:

- An Associate Degree with an emphasis in the program area or a closely related vocational area.
- Doubles, triples, hazmat, tanker, and/or school bus endorsements on CDL license
- Recent commercial driving Class A experience
- Management or supervisory experience
- Willing and able to promote and market EAC's CDL training program for growth and stability into the future.
- Willing and able to become trained and/or certified to take on an instructional and/or testing role.

Essential Functions:

- Maintain a minimum accountability week of 40 hours on-site, for teaching, advising, helping students, class preparation, consultation with colleagues, and other related activities.
- Complete end-of-year student performance analysis and assist in compilation of program portfolios.
- Participate in developing, building and maintaining an effective Commercial Driving License (CDL) program of study.
- Participate in departmental administrative activities, consultation with colleagues, attend mandatory meetings, and complete training and other assignments as required, including student recruitment and advising.
- Serve on institutional committees as assigned.
- 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.

- Understanding of federal and state regulations governing commercial driving and CDL requirements.

- Ability to develop, implement, and manage CDL training programs, including curriculum development, scheduling, and logistics coordination.
- Knowledge of fleet operations and maintenance practices, including vehicle inspection protocols and safety standards.
- Ability to deliver effective training sessions and provide instruction on CDL skills, regulations, and safety procedures.
- Strong communication skills to liaise with instructors, students, regulatory agencies, and industry partners effectively.
- Capacity to identify and resolve issues related to training, logistics, scheduling, and program administration.
- Prioritizing safety by implementing safety protocols, conducting safety training, and promoting a culture of safety among CDL students and staff.
- Working collaboratively with other staff members, instructors, and administrative personnel to ensure smooth program operations and delivery.

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.

- May need to spend extended periods standing or walking while supervising training activities or conducting facility inspections.
- Occasionally, there may be a need to lift and carry training materials, equipment, or supplies, although heavy lifting requirements are typically minimal.
- Ability to handle paperwork, operate office equipment, and assist with minor maintenance tasks may require good manual dexterity.
- Good auditory perception is important for effectively communicating with instructors, students, and other staff members, as well as for maintaining situational awareness during training activities.

Working Environment:

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

- Work is performed in an office environment involving a mix of office-based responsibilities and hands-on coordination of training activities within a structured and safety-conscious setting.
- 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, 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 closes on **Wednesday May 8, 2024, at 5pm**. Review of applications will begin on May 3rd and continue until the successful candidate is identified.

Compensation and Position Availability:

The initial position compensation range is **\$65,499-\$79,534.50 (exempt)** per current salary schedule, plus a cash flex benefit. This position also includes excellent employee benefits. The anticipated position start date is **June 3, 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.