



**Position Open Notice**  
**Clerk I- Temporary**  
**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 Clerk reports to the Student Life Administrator and performs a variety of clerical duties to support the Student Life Department. This is a part-time position generally consisting of no more than 19.5 hours per week as scheduled by the supervisor. **This position is temporary and is scheduled to conclude on August 15, 2024.**

**Required Qualifications:**

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

- Proficient in the use of computer software including Google Docs, Sheets and Forms along with Microsoft Word, Excel, and Outlook.
- Proficient in the use of Canva design software and social media platforms.
- Ability to quickly learn computer programs.
- Strong customer service, communication, organization, and problem-solving skills.
- Ability to effectively manage frequent job interruptions, distractions, stresses, and seasonal fluctuations in workloads.
- Ability to be a self-starter.
- Demonstrated ability to function as an effective member of a large organizational team.
- Able to work weekends, evenings and nights as needed.

**Preferred Qualifications:**

- High School Diploma or GED equivalent.
- Excellent technical and analytical skills.
- Demonstrated experience coordinating and prioritizing multiple complex tasks.
- Ability to set and accomplish goals in an independent and/or team setting.
- Understanding of and commitment to community college philosophy.
- Knowledge and commitment to FERPA compliance.

**Essential Functions:**

- Assist Student Life Administrator with tasks as assigned.
- Assist with day-to-day management of social media platforms (Text system, Instagram, and Facebook, etc.).
- Assist in training and supervising Monster Pit staff and Freshman Activity Board members. (the FAB Crew).
- Provide professional interaction with individuals seeking assistance from the Student Life Office.
- Assist with ASEAC Executive Council functions.
- Attend all ASEAC meetings, events, and activities (some weekends, evenings, and nights).
- Answer the phone in the ASEAC Office and direct calls accordingly.
- Assist in the Monster Exchange (EAC Student Food Pantry)
- Assist with facility use in the Activities Center

**Knowledge, Skills and Abilities:**

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

- Basic computer skills with good typing and data entry skills.
- Strong customer service and communication skills.
- Willing and able to work a non-traditional schedule including evenings and weekends.
- Ability to cope with frequent interruptions and changing department needs.
- Ability to start and carry through on responsibilities and projects with minimal supervision.
- Knowledge of technology and the ability to help customers utilize technology within the Student Life office.
- Well-developed ability to work effectively both independently and as a productive member of a team.
- Ability to follow established procedures and guidelines effectively.

**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 and in various locations throughout campus.
- 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 25 pounds.

**Working Environment:**

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

- High percentage of work is performed in an office environment under general office conditions and in other locations as assigned.
- Exposed to moderate noise levels.
- Outdoor work is often necessary.

**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](mailto: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 **April 29, 2024 at 5pm**. Review of applications will begin on April 26, 2024, and continue until the successful candidate is identified.

**Compensation and Position Availability:**

The initial position compensation is **\$14.35 per hour**. The anticipated position start date is **May 16, 2024**. This position is temporary and is scheduled to conclude on August 15, 2024.

**Questions:**

Human Resources Department  
Voice: (928) 428-8915  
FAX: (928) 428-2576  
E-mail: [Careers@eac.edu](mailto: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.