



Position Open Notice
Event Staff
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:

Event Staff report to the Student Life Administrator and performs a variety of tasks to prepare and assist for college events. This is a part-time position 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.

- 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:

- Associates degree or currently working on Associates degree.
- 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.
- Unloads equipment from trucks and setting up venues for events, including chairs and building stages.
- Works as ushers and ensuring that seating arrangements adhere to fire code regulations.
- Operates cash registers.
- Ensures the event hall is clean and organized.
- Adhering to event safety standards.
- Ensuring excellent levels of customer service.
- Undertaking security duties.
- Assuming the role of Ticket Taker and welcoming guests.
- Setting up lighting and sound equipment.
- Working at a concession stand and serving food and drinks.
- Dispensing useful information to eventgoers.
- Inspecting equipment for damage after use and checking it against an inventory list.

- Packing up equipment when the event is completed.
- Provide professional interaction with individuals seeking assistance from the Student Life Office.
- Assist in other areas of Student Life and 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 event planning and logistics, including venue setup, equipment handling, and scheduling.
- Proficiency in coordinating event details, managing resources, and ensuring smooth event execution.
- Ability to organize and prioritize tasks, adapt to changing circumstances, and troubleshoot logistical issues during events.

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.

- Regularly required to talk and hear; frequently required to sit, stand and bend at the knee and waist, and walk.
- Must have 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 over 25 pounds.

Working Environment:

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

- Generally, works in outdoor or indoor conditions, and may occasionally be exposed to extreme temperatures and inclement weather conditions.
- Ability to lift and carry event equipment, setting up and breaking down event spaces, and standing or walking for extended periods.
- Exposed to loud noise levels of crowds.
- Event staff should be comfortable interacting with people from various backgrounds.

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 14, 2024**. Review of applications will begin on **May 15, 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 22, 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.