



Position Open Notice
Adjunct English 100 Instructor
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:

Adjunct English 100 instructors report to the Dean of Humanities, Social Sciences, and Fine Arts.

Required Qualifications:

- Bachelor's Degree, or higher, in English composition or an appropriately related field
- Experience teaching English composition at the high-school or college level.
- Ability to relate effectively to students from a wide variety of ethnic backgrounds, learning orientations, and levels of preparation.
- Ability to instruct in a lab setting.
- Willing and able to teach on-campus mornings, afternoons, or evenings, as needed.
- Ability to work well within a departmental structure and with other faculty.
- Computer literate with experience using computers for supplemental and mediated instruction.
- A clear understanding of and commitment to the community college philosophy.

Preferred Qualifications:

- Master's Degree, or higher, in English composition or an appropriately related field
- Experience teaching composition at a college level.
- Experience teaching general education and developmental English courses.
- Instructional experience with online learning and the Canvas learning management system

Essential Functions:

- Teach developmental composition courses.
- Attend meetings for part-time instructors on the Thatcher campus.
- Check and respond to EAC emails daily.
- Use Canvas LMS for course materials and grade book.
- Use EAC syllabus template to design and submit a course syllabus each semester.
- Conduct course-level learning assessments and submit the data to the Communicative Arts office.

Application Information:

Applicants should submit the following: 1) a letter of application addressing the required and preferred qualifications and describing relevant professional experience; 2) a list of references; 3) a curriculum vitae; 4) transcripts (if copies are sent, official transcripts must be on file prior to the date of hire); 5) a signed copy of the EAC application form, available on EAC's website ([EAC Application Form](#)). Submit your materials to careers@eac.edu or the mailing 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:

Review of applications to begin **June 17, 2024**. Application packets submitted on this day will be given first consideration. This position will remain open until it is filled.

Compensation and Position Availability:

The initial position compensation rate is \$888 per adjusted load hour. ENG 100 is weighted at 3.5 ALH. The anticipated position start date is August 19, 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.