



Position Open Notice
Wellness Center Aide
Part time
Payson, Arizona

College and Area Information:

Eastern Arizona College provides residents of Gila County opportunities for higher education in Globe and Payson. 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 Wellness Center Aide reports to the Payson Campus Wellness Center Coordinator. This is a part-time position generally consisting of no more than 19.5 hours per week as scheduled by the supervisor. Funding for this position is contingent upon continuation of the external contract between the Gila County Provisional Community College District and Graham County Community College District.

Required Qualifications:

- Ability to assess student fitness and create student fitness plans.
- Ability to assist students with the proper operation of wellness center equipment.
- Ability to reflect the image of wellness and physical fitness.
- Ability to relate well to a diverse student population and to work well in a one-on-one setting.
- A clear understanding of and commitment to the community college philosophy and goals.
- Willing and able to work a non-traditional schedule.

Preferred Qualifications:

- Personal Trainer Certification
- Experience working in a wellness center.
- Past work experience in physical education in a high school or community college setting.
- Ability to accurately maintain wellness records for each student.
- Ability to maintain wellness equipment in proper working order.

Essential Functions:

- Assist each student in developing and following a plan that will result in the achievement of his/her personal wellness goals.
- Maintain cleaning protocol in wellness center.
- Oversee student sign in/sign out.
- Assess working order of wellness center equipment.
- 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.

- Proficiency in operating and maintaining wellness center equipment, ensuring it is in proper working order for student use.
- Understanding and adherence to cleaning protocols to maintain a clean and hygienic environment within the wellness center.
- Capable of overseeing student sign-in/sign-out procedures and accurately maintaining wellness records for each student.
- Willingness and ability to work a non-traditional schedule, accommodating the needs of the wellness center and its users.

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.

- The ability to perform physical tasks such as moving equipment, cleaning, and assisting students may require strength and stamina.

- Operating and demonstrating the proper use of wellness equipment requires good hand-eye coordination and manual dexterity.
- Being able to move around the wellness center comfortably and demonstrate exercises may require mobility and flexibility.
- May need to stand for long periods and be physically active throughout their shifts, requiring good endurance.
- May involve lifting and carrying equipment or materials, so having the ability to lift safely and effectively is important

Working Environment:

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

- Primary workspace is within the wellness center or gym facility.

Application Information:

Applicants should send a letter of application addressing each of the required and preferred 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](#)) to careers@eac.edu or can be 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:

Open until filled. Review of applications will begin immediately 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 as soon as practical once the successful candidate is identified.

Questions:

Human Resources Department
 Voice: (928) 428-8915
 FAX: (928) 428-2578
 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 http://www.eac.edu/About_EAC/Consumer_Information/report.pdf. 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.