



Position Open Notice

TRACC Assistant I - 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 part-time TRACC Assistant I position reports to the TRACC Grant and Career Service Center (CSC) Director and will perform various administrative tasks supporting the grant and CSC. This role will work closely with all TRACC and college personnel to facilitate the smooth functioning of the grant and CSC. The position will also serve as a point of contact with the public, providing a high level of customer service as required to faculty, staff, students, external bodies, and visitors. This is an important role that requires accuracy, attention to detail, a professional demeanor, and superior communication skills. This is a part-time 9 month position generally consisting of no more than 19.5 hours per week as scheduled by the supervisor with summers off.

Required Qualifications:

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

- High School Diploma or equivalent.
- Must have one to three years of responsible secretarial experience.
- Previous customer service experience.

Preferred Qualifications:

- An Associate Degree in Business Administration, English, or a related field.
- Self-starter who works well under moderate supervision and with close co-worker relationships.
- Marketing design and social media experience.
- Familiarity with post-secondary processes.

Essential Functions:

- Performs a variety of simple to complex administrative and scheduling tasks, providing wide-ranging support to the department and its programs and events.
- Coordinates the program meetings by creating the agenda, sends meeting invites, reserves meeting rooms, and sends and responds to correspondence.
- Takes minutes at committee meetings.
- Creates and sends marketing materials to community partners, EAC students, secondary schools.
- Purchases supplies and equipment required and assists Director in monitoring budgets on General Ledger.
- Creates and maintains SharePoint sites, social media sites, creates newsletters.
- Welcomes students and community visitors to CSC, explains services and makes appointments.
- 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.

- Excellent customer relations demeanor and skills.
- Proficient in using Microsoft Office 365 including Outlook, Word, and Excel, electronic communication and information tools and general office equipment with good typing and data entry skills.
- Organized thinker with exceptional attention to detail.
- Excellent communication skills, both verbally and in writing.

- Ability to effectively organize and prioritize work and concentrate on multiple tasks simultaneously.
- Basic understanding of accounting principles.
- Ability to maintain accurate records.
- Skilled in creating social media posts, marketing materials, and working with websites.
- Ability to occasionally work evenings to assist in workshops and presentations.

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.
- Subject to standing, walking, sitting for extended periods of time and possibly climbing stairs; bending, reaching above the shoulders and horizontally to retrieve files and supplies; kneeling and occasional lifting of objects up to 15 pounds.

Working Environment:

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

- Work is performed in an office environment under general office conditions.
- 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 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 is 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 **\$17.22** per hour. This position is grant-funded and contingent upon continued federal funding. The anticipated position start date is **August 5, 2024**.

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 <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.