



Position Open Notice
Nursing Program Recruiter
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 Nursing Program Recruitment Specialist position is responsible for coordinating the recruitment of prospective college students through building relationships with students and counselors, representing the organization at college fairs and high school visits, and reports directly to the Director of Nursing. This is an important role that requires accuracy, attention to detail, and superior communication skills.

Required Qualifications:

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

- Associate degree from an accredited college, preferably in Organizational Leadership, Administration, Business, or a related field.
- Experience in a sales and/or customer service role.
- Must possess and maintain a valid, current driver's license.
- Capacity to travel throughout a defined geographic area, which may include overnight stays.
- Experienced in utilizing current technologies including smart phones, tablets, and laptop computers.

Preferred Qualifications:

- Self-starter who works well under moderate supervision and with close co-worker relationships.
- Ability to communicate proficiently in Spanish.
- Demonstrated previous involvement in EAC college activities and organizations.
- Understanding of and commitment to the community college philosophy.

Essential Functions:

- Represents the college to solicit and recruit prospective students from a defined geographic area through school visits, career fairs, financial aid workshops and social media. Overnight travel will be required.
- Have a deep understanding of the admission process and requirements of the Nursing and Nursing Assistant Programs as well as a general knowledge of other Allied Health Programs.
- Work with the Marketing Department to prepare and modify communication materials aimed at selected target populations.
- Serve as a liaison between the college and prospective students, responding to inquiries (email, text, and social media) and providing information on admissions requirements and application procedures.
- Build strong relationships with counselors and faculty at high schools in high schools and at EAC, and in the community.
- Assist with development and coordination of on-campus recruiting events.
- Utilize the College student information system and other technologies to analyze recruitment/enrollment data and assist prospective students with the enrollment process.
- Complete general administrative and clerical work as needed.
- Provide assistance and information to colleagues as required.

Knowledge, Skills and Abilities:

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

- 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.
- Excellent written and oral communication skills, human relations and customer service skills, and the ability to engage others.
- Exceptional public speaking and presentation skills.
- Proficient at creating presentations and presenting to audiences using popular software and media.
- Excellent communication skills with the ability to communicate effectively in both oral and written form with a diverse internal and external audience.
- Demonstrated ability to function as an effective team player.
- Comfortable using various social media modalities.
- Ability to periodically work nights and weekends.
- Organized thinker with exceptional attention to detail.
- Ability to handle sensitive information and maintain confidentiality.
- Ability to effectively organize and prioritize work as well as concentrate on multiple tasks simultaneously

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 provided to enable individuals with disabilities to perform essential functions.

- Required to use close vision and be able to focus.
- Subject to driving a vehicle before and after sunrise/sunset.
- 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.
- 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.

- Work is performed in an office environment under general office conditions.
- Travel in a vehicle and may be exposed to road hazards.
- Exposed to moderate noise levels.

Application Information:

Applicants should submit a letter of application addressing each of the required and preferred qualifications and describe experiences related to the position responsibilities. Include copies of relevant nursing licenses and graduate degree(s), a vita, transcripts (if copies are sent, official transcripts must be on file prior to the date of hire), 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 on January 5, 2026, and continue until the successful candidate is identified.

Compensation and Position Availability:

The initial position compensation is **\$24.00 per hour** for 19.5 hours per week per the ADHS Nurse Educator Investment Pilot Program Agreement (NEIPP). Funding for this position and its continuation is contingent upon receipt of the ADHS

grant funding through the U.S. Department of Education as scheduled through June 30, 2026. The anticipated position start date is January 20, 2026, or as soon as practical once the successful candidate is identified.

Questions:

Human Resources Department

Voice: (928) 428-8915

FAX: (928) 428-2580

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>. 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 the EAC Police Department, located at 620 N. College Avenue, Thatcher, AZ.

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.