



Position Open Notice
Administrative Assistant to the Dean
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 Assistant II position reports to the Dean of STEM and will perform a variety of administrative tasks in support of the STEM and Allied Health divisions. This role will work closely with faculty, staff, and other college personnel to facilitate the smooth functioning of all STEM and Allied Health programs. The position will also serve as a point of contact, 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, efficiency, professional demeanor, and superior communication skills.

Essential Job Duties:

- Perform a variety of simple and complex administrative and scheduling tasks, providing wide-ranging support to STEM and Allied Health programs and events.
- Ensure that curricula are reviewed on at least a three-year basis. Format new and modified course designs & curricula, tests, and keys. Ensure course sequence guides are current and aligned with corresponding curricula.
- Coordinate necessary meetings by creating agendas, sending meeting invites, reserving meeting rooms, ordering food, and sending and responding to correspondence, as assigned.
- Take minutes of division, advisory, and committee meetings, as assigned, and submit to Dean for review. Make approved minutes available to stakeholders.
- Manage course scheduling by preparing "Codeline" requests for adding, changing, or deleting courses.
- Assist full-time and adjunct faculty with textbook adoptions.
- Oversee facility scheduling of assigned areas and coordinate with the Student Life Office for facility scheduling of larger events.
- Support Dean, faculty, and staff by carrying out assignments requested by the Dean, including but not limited to: Delivering items to the mailroom, supporting division faculty, collecting and editing faculty door cards, collecting and organizing course syllabi, proctoring make-up exams, proctoring occasional classes for planned faculty absences, and notifying students of cancelled classes due to faculty illness or emergency.
- Assist in planning and executing the annual Engineering Day, STEAM Festival, and Chemistry Adventure.
- Prepare and make travel arrangements for field trips, workshops, conferences, clinical site visits, out-of-state travel, as assigned.
- Curate the faculty workroom, keeping adequate stock of needed supplies and equipment.
- Monitor supplies, equipment, and furniture no longer in use and prepare appropriate paperwork and ensure procedures are followed for transfer/auction.
- Assist with recruiting work study employees.
- Supervise and train work study on tasks for the STEM and Allied Health divisions.
- Monitor work study funding/award balances.
- Monitor and schedule maintenance of the copy machines and all division printers and other office equipment.
- Provide a high level of customer service as required to students, staff, and the public.
- Collate all documentation required for compliance obligations and for the smooth running of STEM and Allied Health programs and accreditation.
- Purchase supplies and equipment required, coordinating orders and processing invoices.

- Monitor the general ledger of the 14 STEM and Allied Health budget codes, communicating regularly with Dean and involved faculty/staff.
- Collect receipts and prepare monthly reconciliation report for Science Division and Dean credit cards
- Maintain records, prepare contract information, collect necessary documents and produce reports, as assigned.
- Assist in preparation of accreditation audits.
- Establish and maintain a positive, professional atmosphere and image, reflecting the dignity of the position, of the Dean, and of Eastern Arizona College
- All other duties as assigned.

Required Qualifications:

- High School Diploma or equivalent.
- At least one year of responsible secretarial experience.
- Self-starter who works well under moderate supervision and with close co-worker relationships.

Preferred Qualifications:

- An associate degree or higher in Bookkeeping, Business Administration, or a related field.
- Previous customer service experience.

Knowledge, Skills and Abilities:

This list is representative, but not all-inclusive, of the knowledge, skills, and abilities commonly associated with the job.

- Dependability, integrity, and commitment to ethical behavior.
- Organized thinker with exceptional attention to detail.
- Excellent communication skills, both verbally and in writing.
- Ability to effectively organize and prioritize work as well as concentrate on multiple tasks simultaneously.
- Ability to handle sensitive information and maintain confidentiality.
- Ability to use Windows electronic communication and information tools and Microsoft 365 products and general office equipment.
- Excellent customer relations demeanor and skills.
- Ability to communicate effectively in both oral and written form with a diverse internal and external audience.
- Detail oriented with good computer, typing, and data entry skills.
- Basic understanding of accounting principles.
- Ability to maintain accurate records.
- Strong ability to retain knowledge.

Physical Abilities:

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, punctual attendance is a necessary and essential function.
- Subject to standing, walking, sitting for extended periods of time; bending, reaching above the shoulders and horizontally retrieving files and supplies; kneeling and occasional lifting of objects up to 15 pounds.

Working Environment:

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

- Work is performed in an office environment under general office conditions.
- Office is located within the Math/Science Building, a facility that regularly handles biological, chemical, and other scientific specimens, materials, and equipment.
- 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 will remain open until it is filled. Review of applications will begin on **April 3, 2026**, and will continue until the successful candidate is identified.

Compensation and Position Availability:

The initial position compensation is **\$20.69 per hour**. The anticipated position start date is **April 20, 2026**.

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>. 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.