



Position Open Notice
Administrative Assistant to the Dean of Student Services
and Sports Information Technician
Full-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 Administrative Assistant, Dean of Student Services and Sports Information Technician position reports to the Dean of Student Services and is responsible for the planning and coordination of sports information as well as a variety of administrative tasks in support of the department. This role will work closely with all departmental colleagues and other college personnel, serving as a point of contact within the department by providing a high level of customer service 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.

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 maintain a valid, current driver's license.
- Must have one to three years of responsible secretarial experience.
- Previous customer service experience.

Preferred Qualifications:

- Associate degree in marketing, advertising, public relations, graphic design, business, or an equivalent combination of experience, education, and training.
- Previous experience in social media management, traditional media relations, or graphic design.
- Self-starter who works well under moderate supervision and with close co-worker relationships.

Essential Functions:

- Perform a variety of simple, moderate, and complex administrative tasks in support of the Dean of Student Services.
- Ensure the curricula is reviewed on at least a three-year basis. Format new and modified course designs & curricula, tests, and keys. Ensure course sequence guides are up to date and match their corresponding curricula.
- Manage course scheduling by preparing Codeline requests by adding, changing, or deleting courses and assists faculty with textbook adoptions.
- Take minutes of division, advisory, and committee meetings, as assigned, and submit to Dean for review. Distribute copies.
- Coordinates program meetings by creating the agenda, sends meeting invites, reserves meeting rooms, orders food, and send and respond to correspondence, as assigned.
- Performs sports information duties to include, but not limited to:
 - Plans and coordinates preparation and distribution of all athletic publications, including, but not limited to, game programs, media guides, weekly releases, game re-caps, and human-interest stories.
 - Maintains the athletic department website. Serves as liaison with marketing and public relations department.

- Assists with coordinating travel arrangements for department staff, coaches, and related events as assigned.
 - Creates, develops, and produces all content and photos for the web including; digital media guides, pre-season outlooks, play of the games and game recaps.
 - Prepares, maintains, and distributes all necessary statistics, rosters, and results.
 - Timely submits all NJCAA & Conference mandates schedules, rosters, statistics, as well as weekly nomination for various conferences, regional, and national awards.
 - Responds to information and interview requests from news media, conference offices, NJCAA, and other sports information officers. Provide accurate and complete information in a timely manner.
 - Communicates with all coaches on processes to enhance social media presence for each sport.
 - Travels throughout a defined geographic area for athletic events.
 - Provide support at athletic events, which may require evening and weekend hours.
- Assist in organizing, planning, advertising, and executing events to promote Gila Monster Athletics.
 - Serves as Stage Manager for the College's Commencement Ceremony, coordinating stage operations and logistics during the event.
 - Oversee facility scheduling of assigned areas.
 - Provide a high level of customer service to students, staff, and the public.
 - Accurately maintain files, schedules, spreadsheets, and records and produce reports as necessary.
 - Monitor and schedule maintenance of the copy machine and all division printers and other office equipment.
 - Monitor supplies, equipment, and furniture no longer in use and prepare appropriate paperwork and ensure procedures are followed for auction.
 - Purchase supplies and equipment required, coordinating orders and processing invoices, and monitor budgets on General Ledger.
 - Provide guidance and training to more junior or new team members, and support to other assistants as needed.
 - Oversee work-study students; 1 for student services, 1 for athletics
 - All 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.

- 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.
- Proficiency in graphic design, photography, videography, Adobe Creative Suite programs, and social media management.
- Ability to communicate effectively in both oral and written form with a diverse internal and external audience and the ability to write articles.
- Ability to deliver creative content (text, image, and video)
- Ability to develop and maintain an excellent institutional reputation within the service area through positive interaction among community leaders, citizens, and students.
- Excellent communication skills, both verbally and in writing.
- Ability to multi-task and organize, prioritize, and follow multiple projects and tasks through to completion while working under pressure with frequent interruptions.
- Ability to work independently while contributing to team environment.
- Ability to handle sensitive information and maintain confidentiality.
- Excellent customer relations demeanor and skills.
- Ability to communicate effectively in both oral and written form with a diverse internal and external audience.
- Ability to handle sensitive information and maintain confidentiality.
- Basic understanding of accounting principles.
- Ability to maintain accurate records.
- Strong ability to retain knowledge.
- 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.
- 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; 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 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.
- Generally, works outdoors in a sporting environment or indoors in an office.
- May be exposed to extreme temperatures or inclement weather conditions.
- Exposed to loud noise levels.

Application Information:

Applicants should send a resume, a cover letter 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 on **Match 31, 2026** and continue until the successful candidate is identified.

Compensation and Position Availability:

The initial position compensation is **\$20.69 per hour**. The position also includes excellent employee benefits. The anticipated position start date is **April 13, 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.