



Position Open Notice

Allied Health Clinical Coordinator

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:

The Allied Health Clinical Coordinator reports to the Dean of STEM and Health Sciences and is responsible for planning, organizing, and coordinating clinical education activities for Allied Health programs. The position oversees clinical placements, maintains clinical schedules, manages student clinical compliance records, and serves as a liaison between the college, clinical agencies, faculty, and students.

The coordinator anticipates clinical placement needs, ensures students and clinical instructors meet required health and safety competencies, and maintains accurate records and documentation related to clinical education. This role supports faculty in curriculum implementation, assists with program operations, and ensures clinical education experiences meet regulatory, accreditation, and institutional standards.

The position requires strong organizational, administrative, and leadership skills, attention to detail, and the ability to manage multiple responsibilities while maintaining effective communication with internal and external stakeholders.

Required Qualifications:

- Bachelor's degree in business administration with a focus in healthcare management or closely related field.
- At least 2 years of clinical coordination or student credentialing experience.
- Effective communication and leadership skills.
- Embrace continual improvement and committed to continuing education.
- Ability to work well within a departmental structure and with other faculty and staff in the design and implementation of curriculum and assessment.
- Must maintain a valid, current driver's license.

Preferred Qualifications:

- A Self-starter who works well under moderate supervision and with close co-worker relationships.
- A clear understanding of and commitment to the community college philosophy and goals
- Ability to promote Allied Health programs and actively recruit students.

Essential Functions:

Clinical Coordination and Placement

- Plan, assign, and coordinate clinical placements and externships for Allied Health programs.
- Coordinate clinical rotations across multiple healthcare partners and training sites.
- Manage clinical schedules and anticipate clinical placement needs for upcoming semesters.
- Coordinate clinical placements for Allied Health programs such as Radiologic Technology, Emergency Medical Services, Medical Assisting, Medical Lab Assistant, and other Health Science disciplines.
- Maintain and manage clinical schedules for students and clinical instructors.
- Manage clinical placement systems or platforms used for tracking clinical requirements and scheduling (e.g., My Clinical Exchange or similar systems).
- Work with faculty to ensure clinical experiences meet course and program requirements.
- Assist faculty and instructors in addressing clinical concerns involving students during or after rotations.

- Conduct or assist with clinical site visits as necessary to maintain relationships and evaluate clinical learning environments.
- Serve on institutional committees as assigned.
- Perform other duties as assigned.

Student Clinical Compliance and Records

- Receive, maintain, and manage student clinical records and documentation.
- Monitor student health and safety compliance requirements including immunizations, certifications, background checks, and required training documentation.
- Ensure all student documentation submitted to clinical tracking systems is accurate, complete, and current.
- Maintain confidentiality of student records in accordance with FERPA, HIPAA, and institutional policies.
- Track and verify completion of clinical requirements prior to student placement.
- Maintain accurate files related to clinical education and program documentation.
- Prepare reports related to clinical placements, compliance monitoring, and program documentation.

Clinical Partner Relations

- Serve as a liaison between the college and clinical agencies.
- Establish and maintain professional relationships with healthcare facilities and clinical partners.
- Coordinate communication between clinical agencies, faculty, clinical instructors, and students.
- Assist in negotiating and securing clinical placements with healthcare partners.
- Address concerns related to clinical experiences and assist in resolving issues with students or clinical sites.
- Maintain documentation related to clinical agreements and partnerships.

Program Support and Academic Responsibilities

- Collaborate with program directors and faculty in the development and implementation of clinical curriculum.
- Assist with updating course outlines, assessments, and clinical evaluation tools as necessary.
- Work with program faculty to support instruction in Allied Health courses when appropriate.
- Assist with academic advising for students within Allied Health programs.
- Support student learning by assisting with clinical preparation, program orientation, and clinical readiness requirements.
- Support faculty with program operations and clinical education planning.

Knowledge, Skills and Abilities:

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

- Strong working knowledge of WordPress, Microsoft Office 365 (Outlook, Word, Excel), Adobe Creative Suite (Photoshop, Premiere Pro), and basic HTML/CSS.
- Ability to manage and prioritize multiple projects with competing deadlines while maintaining attention to detail.
- Strong understanding of website administration, information architecture, user experience, and ADA accessibility compliance.
- Knowledge of ADA accessibility standards for digital content (e.g., WCAG 2.1 Level AA) and ability to ensure web and media content complies with applicable guidelines.
- Excellent written, verbal, and editorial skills, including the ability to write, copyedit, and format content for web.
- Familiarity with website analytics platforms (e.g., Google Analytics) and Search Engine Optimization (SEO) best practices.
- Ability to coordinate and manage video, photography, and livestreaming projects, including scheduling, content planning, and collaboration with internal or external teams.
- Strong interpersonal and team-building skills; able to collaborate effectively across departments and with diverse stakeholders.
- Ability to provide guidance and training to contributors and part-time staff to support content accuracy and web governance.
- Skilled in documenting and communicating policies and procedures related to digital media and website management.
- Demonstrates problem-solving ability and initiative in resolving web-related technical and content issues.
- Commitment to user-centered design and continuous improvement of digital communication tools.

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; bending, reaching above the shoulders and horizontally to retrieve files and supplies; kneeling and occasional lifting of objects up to 35 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.
- May occasionally be exposed to bodily fluids.

Application Information:

Applicants should submit a letter of application addressing each of the required and preferred qualifications and describing experience related to the position responsibilities, 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 will remain open until it is filled. Review of applications will begin immediately and continue until the successful candidate is identified. The start date for the position is July 1, 2026.

Compensation and Position Availability:

The initial salary range for this position is \$69,320 to \$75,386 per academic year. The position also offers an excellent employee benefits package.

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.