



Position Open Notice
Administrative Assistant
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 Administrative Assistant position reports to the Dean of Business, Technology and Workforce Development and will perform a variety of administrative tasks in support of the department. This role will work closely with all departmental colleagues and other college personnel to facilitate the smooth functioning of the department. The position will also serve as a point of contact within the department, 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 position generally consisting of no more than 19.5 hours per week as scheduled by the supervisor

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-started who works well under moderate supervision and with close co-worker relationships.

Essential Functions:

- Perform a variety of simple and complex administrative and scheduling tasks, providing wide-ranging support to the department and its programs and events.
- Ensure the curricula is reviewed by Instructors on a regular basis. Format new and modified course designs & curricula, tests, and keys. Ensure course sequence guides are up to date and match their corresponding curricula.
- Coordinate the individual program meetings by creating the agenda, send meeting invites, reserve meeting rooms, order food, and send and respond to correspondence, as assigned.
- Take minutes of division, advisory, and committee meetings, as assigned, and submit to Dean for review. Distribute copies to all members.
- Manage course scheduling by preparing proposed schedule and Codeline requests by adding, changing, or deleting courses and assisting faculty with textbook adoptions.
- Maintain and oversee changes to website as the content manager for the division. Coordinate additions or changes as requested by faculty and processes through the appropriate approval channels.
- Oversee facility scheduling of assigned areas.
- Support Dean and Faculty by carrying out assignments requested by the Dean, to include but not limited to, delivering items to the mailroom, support division faculty, collect and edit faculty door cards and course syllabi, and notify students of cancelled classes due to faculty illness or emergency.
- Assist in planning, executing, creating and preparing promotional materials, and managing tables for events.
- Orders refreshments, provide decorations and photograph events.

- Monitor supplies, equipment, and furniture no longer in use and prepare appropriate paperwork and ensure procedures are followed for auction.
- Monitor and schedule maintenance of the copy machine and all division printers and other office equipment.
- Provide a high level of customer service as required for students, staff, and the public.
- Collect and organize all documentation required for compliance obligations and for the smooth running of the department.
- Purchase supplies and equipment required, coordinating orders and processing invoices, and monitor budgets on the General Ledger.
- Assist with recruiting work study. Supervise and train work study on tasks for the Division and monitor work study funds, as assigned.
- Accurately maintain records, prepares contract information, collects all necessary documents and produces reports, as assigned. Assists in preparation of accreditation audits as requested.
- 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.

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.
- 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.
- 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 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.
- 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 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 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 closes on **June 1, 2026**. Review of applications will begin immediately and 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 **June 15, 2026**, 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.