



Position Open Notice
Associate Professor of Cosmetology
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 Associate Professor of Cosmetology position reports to the Cosmetology Director and will develop and teach course materials to cosmetology students, enabling them to pass the state board of cosmetology and receive a license. This is an important role that requires superior communication skills and strong teaching abilities.

Required Qualifications:

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

- This position requires the completion of some college coursework.
- A Cosmetology license and Instructor license is required.
- Three years of practical experience in Cosmetology.
- Experience in the supervision of students and staff in the area of Cosmetology.
- Must have a minimum of five years of salon experience in Cosmetology.
- Must have a clear understanding of the Board of Cosmetology policies and procedures.
- Must have a clear understanding of and commitment to EAC's philosophy and goals.
- The ability and commitment to work a traditional and non-traditional 40-hour work week schedule, including occasional Saturdays, as requested for instruction.

Preferred Qualifications:

- A.A.S. Degree in Cosmetology
- Computer literate with experience using computers for supplemental and mediated instruction.
- Innovative teaching experience.
- A clear understanding of and commitment to the community college philosophy and goals.

Essential Functions:

- Implements curriculum for students in the Cosmetology Program.
- Design assessments for students in the Cosmetology Program.
- Participates in interview with traditional and GIFT students interested in the Cosmetology Program and processes enrollment packet for completion. Advises and provides guidance to students.
- Prepares classroom and grades course work, hours completed, and attendance input.
- Completes end-of-year student performance analysis and reports.
- Provide instruction to students in the classroom and on the clinic floor.
- Educates students with practical and theoretical skills in preparation for the state test to obtain a cosmetology license.
- Assist with student preparation for Skills Day and or CTSO Competitions.
- Provide feedback to students.
- Reviews and updates the Cosmetology Handbook and the Cosmetology and Nail Tech information sheets.
- Participates in department faculty meetings, training and professional development opportunities, student recruitment, and other mandatory meetings as assigned.
- Collaborates as a team with the Instructors.

- Prepares and organizes student showcase and call to admissions for Fall and Spring semesters.
- Assists with maintenance of inventory of kits, books, and supplies for new student use and instruction and janitorial supplies for use in the Cosmetology Program.
- Facilitate students by using CANVAS as appropriate.
- Serves on institutional committees as assigned.
- Complete administrative work and maintain records as required.
- 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 Microsoft Office programs and other general office equipment.
- Previous experience working in a salon environment.
- Excellent communication skills, both verbally and in writing.
- Excellent customer service skills via phone, computer, and in-person interactions.
- Practical experience operating technologically advanced office equipment.
- Practical experience operating technologically advanced office equipment.
- Basic ability to trouble-shoot common problems with a variety of office equipment.
- Ability to maintain confidentiality of a variety of information that may flow through the campus salon.
- Strong teaching abilities.
- Ability to engage well with students.
- Ability to relate effectively with students from a wide variety of ethnic backgrounds, learning orientations, and levels of preparedness.
- Ability to relate effectively with students from a wide variety of ethnic backgrounds, learning orientations, and levels of preparedness
- Ability to work well within a departmental structure and with other faculty and staff in the design and implementation of curriculum and assessment protocols
- Willing and able to work a traditional and non-traditional schedule to include late afternoons, nights, and Mondays as assigned

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 demonstrate cosmetology tasks and procedures.
- Must have finger dexterity and hand-eye coordination to demonstrate cosmetology tasks and procedures.
- 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 30 pounds.
- Occasionally required to reach and grasp items, and to stoop, kneel, crouch, and crawl.
- Regular attendance is a necessary and essential function.

Working Environment:

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

- Work is performed in a salon environment under general salon 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 is open until filled. Review of applications will begin immediately and continue until the successful candidate is identified.

Compensation and Position Availability:

The initial position compensation range is **\$72,192.20 - \$77,678.67 per year on a 12-month contract**. The anticipated position start date is 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.