



Position Open Notice
Administrative Assistant - Communicative Arts
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 Humanities, Social Sciences, and Fine Arts and will perform a variety of administrative tasks in support of the Communicative Arts Division. This role will work closely with all division colleagues and other college personnel to facilitate the smooth functioning of the division. The position will also serve as a point of contact within the division, providing a high level of customer service to faculty, staff, students, external organizations, and visitors. This is a vital role that requires accuracy, attention to detail, a professional demeanor, and superior communication skills. It 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 GED equivalent, required.
- Must have one to three years of responsible secretarial experience.
- Must be self-motivated and work well under moderate supervision and with close co-worker relationships.
- Previous customer service experience

Preferred Qualifications:

- An associate degree

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.
- Assist in creating, modifying, updating, and editing curriculum forms, course forms, and accompanying materials.
- Assist in management of course scheduling.
- Distribute, collect, and archive essential documents and materials.
- Request exam and desktop copies of textbooks, ensuring that the EAC Library and Student Learning Center have current textbooks on file, as assigned.
- Take minutes in meetings, as assigned, and submit to Dean for review.
- Support the 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 documents, and notifying students of canceled classes.
- Oversee facility scheduling of assigned areas.
- Prepare and make travel arrangements as assigned.
- Oversee recruiting, training, and supervising work-study employees.
- Assist in creating and preparing promotional materials.
- Assist in planning and managing events for purposes such as recruiting, academic awards, and student activities.
- Assist with the managing, replacement, and auctioning of inventoried equipment and furnishings.
- Assist in purchasing supplies and equipment required, creating orders, processing invoices, and monitoring budgets.

- Accurately maintain records, prepare contract information, and collect necessary documents.
- Curate division SharePoint sites, program web pages, and social media sites with program information.

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
- Scheduling and schedule management
- Proficiency with general office equipment.
- Good typing and data entry skills.
- Strong organizational skills and attention to detail.
- Excellent communication skills, both in speaking and in writing.
- Strong editing skills.
- Excellent customer service skills.
- Ability to handle sensitive information and maintain confidentiality.
- Ability to maintain accurate records.

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.

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.
- 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.
- 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 **July 17, 2026, at 5pm**. Review of applications will begin immediately and continue until the successful candidate is identified.

Compensation and Position Availability:

The initial position compensation is **\$21.08 per hour effective July 1, 2026**. The anticipated position start date is **August 3, 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.