



**Position Open Notice**  
**Assistant - Library**  
**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 Part-time Assistant position reports to the Director of Library and will perform a variety of administrative tasks in support 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 GED equivalent.

**Preferred Qualifications:**

- Minimum of an AA or AAS degree; or equivalent combination of education, experience, and training.
- Previous library work experience.
- Experience in a similar customer-facing role.
- Ability to work nights and/or weekends schedule as needed.

**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.
- Manage library online services including library website and Springshare systems.
- Provide circulation services to students, faculty, staff and community patrons.
- Assist patrons in locating information and materials.
- Assist patrons with basic media and computer usage questions; assist online students with basic Canvas (LMS) use questions.
- Operate computers and other machines/equipment used in the library.
- Perform 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.
- Ability to deal effectively with the public; including exceptional people skills.
- Ability to perform basic circulation duties using an integrated library system (Bibliovation experience- preferred).
- Ability to start and complete projects with minimal supervision.
- Strong computer skills and ability to troubleshoot software.
- Comfortable supporting users with a wide range of computer skills.
- Excellent written and verbal communications skills.
- Ability to maintain confidentiality of patron records.

- Willing and able to work a non-traditional schedule including nights and weekends.
- Ability to maintain a neat and organized work and service environment.

#### **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 25 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](mailto: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 **July 20, 2026**, and continue until the successful candidate is identified.

#### **Compensation and Position Availability:**

The initial position compensation is **\$17.81 per hour effective July 1, 2026**. 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](mailto: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.