



**Position Open Notice**  
**Testing Evaluation 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 Testing Evaluation Assistant position reports to the Director of Academic Advising. This position will provide assistance to ensure a professional, secure, quality testing services to students, faculty, staff, and community. This is an important role that requires accuracy, attention to detail, and strong organizational, planning, and scheduling abilities. 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 required.
- Not a current student or work study student; best practices within academic integrity policy prohibits students from handling, viewing or otherwise interacting with examination materials for courses within the institution.
- Willing and able to work a non-traditional schedule that may include evenings and weekends.
- Ability to maintain the confidentiality and exam security this position demands.
- Self-starter who works well under moderate supervision and with close co-worker relationships

**Preferred Qualifications:**

- An associate degree or higher.
- Knowledge of higher education testing procedures and protocol.
- Proven ability to streamline office processes.
- Have an understanding of and commitment to community college philosophies and goals.

**Essential Functions:**

- Maintain current working knowledge of all EAC academic integrity regulations and test security and confidentiality protocols
- Receive and participate in ongoing training for essential job duties.
- Coordinate and communicate testing center policies to students and campus faculty.
- Continue to be informed about test policies, procedures and best practices in test delivery, especially test-specific rules.
- Procure and maintain proctor certification for various testing vendors.
- Assist students with questions, testing appointments, and test materials and perform basic troubleshooting for any technology associated with testing.
- Work closely with the Lead Evaluation Technician and assist as needed in administering and proctoring various exams.
- Assume responsibilities of the Lead Evaluation Technician when necessary.
- Performs 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 perform various clerical and secretarial functions.
- Ability to operate various office equipment efficiently and safely.
- Ability to exercise initiative and good judgement.
- Ability to present and maintain strong organizational, interpersonal and communication skills.
- Ability to quickly learn computer programs and trouble shoot as needed
- Ability to produce and maintain accurate records and documents.
- Ability to successfully cope with multiple tasks, deadlines, and interruptions.
- Ability to maintain strict confidentiality of information pertaining to the department and organization's functions.
- Strong customer service, communication, organization, and problem-solving skills.

**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 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](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 immediately 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 **July 13, 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](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.