



Position Open Notice
Administrative Assistant – Information Technology Services (2)
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 Chief Information Officer 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. There are two positions available. One position is anticipated to work Monday through Friday from 9:00 a.m. to 1:00 p.m., and the other Monday through Friday from 1:00 p.m. to 5:00 p.m. Friday hours may be adjusted as needed to keep each position at or below 19.5 hours per week.

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.
- At least one year of professional clerical experience demonstrating file organization, spreadsheet/data entry, and customer interaction.
- Proficient in Microsoft Outlook, Word, Excel, and Windows operating systems.
- Demonstrated ability to manage multiple priorities with frequent interruptions.
- Strong customer service and communication experience.
- Ability to maintain confidentiality and professionalism in a work environment.

Preferred Qualifications:

- Associate's degree in business or related field.
- 1 year of experience in procurement or financial reconciliation.
- Experience maintaining technical or inventory records.
- Familiarity with Help Desk or ticketing systems.
- Strong typing and documentation skills.

Essential Functions:

- Perform a variety of simple and complex administrative and scheduling tasks, providing wide-ranging support to the department.
- Provide first-level support for faculty and staff inquiries, including creating and routing Help Desk tickets, and communicating status updates.
- Coordinate technology procurement activities for the department and institution, including obtaining quotes, processing requisitions, placing orders, and tracking deliveries.
- Maintain accurate records and documentation for purchases, software licenses, service contracts, inventory, and installations.

- Assist with financial reconciliation processes, including credit card statement tracking, invoice documentation, and interdepartmental procurement communication.
- Support departmental organization through spreadsheet maintenance, document filing, and communication with internal stakeholders.
- Provide a high level of customer service as required to students, staff, and the public.
- 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.
- Proficiency with general office equipment.
- Good typing and data entry skills.
- Ability to effectively organize and prioritize work as well as concentrate on multiple tasks simultaneously.
- Organized thinker with exceptional attention to detail.
- Familiarity with institutional purchasing practices and documentation workflows.
- Excellent communication skills, both verbally and in writing.
- Excellent customer service skills.
- Ability to handle sensitive information and maintain confidentiality.
- Strong attention to detail and data accuracy.

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 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 **\$21.08 per hour**. The anticipated position start date is as soon as practical once the successful candidate is identified. There are two positions available. **One position is anticipated to work Monday**

through Friday from 9:00 a.m. to 1:00 p.m., and the other Monday through Friday from 1:00 p.m. to 5:00 p.m. Friday hours may be adjusted as needed to keep each position at or below 19.5 hours per week.

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.