



Position Open Notice
HR Specialist
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 human resources specialist position reports to the Director of Human Resources 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 for 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, required.
- Strong customer service skills with the ability to pleasantly and efficiently interact with individuals contacting the office for a variety of reasons.
- Must have one to three years of experience in an administrative role.
- Basic computer skills using Microsoft Office 365.

Preferred Qualifications:

- An associate degree in human resources, administrative support or a related field.
- Possess an understanding of the basic areas of responsibility generally assigned to a Human Resources Office, i.e., hiring, and contracting processes, training, onboarding and exit processes, etc.
- Bilingual in English and Spanish orally and in writing.

Essential Functions:

- Assist the Director of Human Resources and other members of the HR Team in various organizational tasks including, but not limited to, scheduling appointments, directing phone calls and customers, and assisting customers with their needs.
- Aids with department projects with organization, tracking and participation in the completion of tasks.
- Ensures that new employees (part-time staff, part-time faculty, and student workers) have a positive experience while conducting the employee preliminary onboarding and offboarding processes, to include but is not limited to:
 - Creates employee records and enters employment changes in the HRIS.
 - Schedules onboarding appointments for new employees and ensures completion of background checks.
 - Ensure that all onboarding requirements are met. (i.e. signing employment contracts, Form I9 and acceptable documents, and completion of onboarding forms.
 - System trainings and computer access (e.g. time sheets, direct deposit, submission of forms, etc.)
 - Ensures trainings are complete through the Learning Management System (LMS).
 - Ensures the employee personnel folders are complete.
- Accepts applications for employment and files in the appropriate recruitment folders.
- Works closely with Fiscal Control, Information Technology Services and other teams to troubleshoot, ensuring that employees have access to the tools and resources they need to be prepared for their role.
- Maintains employment tracking databases of candidate information and recordkeeping and assists with entering employment information into the HRIS.

- Assists with the LMS for eLearning trainings for new and exited employees by adding new employees, assigning courses, and archives termed employees.
- Communicate and work closely with fiscal control/payroll personnel as necessary to ensure consistent and correct payroll processing of employee contracts.
- Assists with responding to verification of employment requests.
- Uphold district employment/employee policies, regulations, processes, and procedures.
- Files and maintains the personnel and other filing systems.
- Develops and maintains standard operating procedures.
- 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.
- Organized thinker with exceptional attention to detail.
- Excellent communication skills, both verbally and in writing.
- Ability to handle sensitive information and maintains a high level of confidentiality.
- Excellent customer relations and skills.
- Ability to communicate effectively in both oral and written form with a diverse internal and external audience.
- Detail oriented with good computer, typing, and data entry skills.
- Ability and willingness to model expected professional employee behavior, institutional values, and ethics.
- Ability to maintain accurate records.
- Self-starter who works well under moderate supervision and with close co-worker relationships.
- Strong ability to retain knowledge.
- Strong organizational skills to effectively manage multiple processes and projects on both scheduled and unscheduled time frames.

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 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 **\$22.69 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

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.