



EASTERN ARIZONA COLLEGE

Work Study Position

Secretarial Assistant

Department: [Small Business Development Center #24](#)

Supervisor: [Joel Robinson](#)

Salary: The initial compensation for this position will be in accordance with the current [Arizona Minimum Wage](#).

Schedule: Hours will vary depending on student class schedules and supervisor requirements. The position will start promptly after the successful candidate is identified and will remain active for the duration of the current Eastern Arizona College [Academic Year](#). This is a temporary, part-time role.

Preferred Qualifications:

- The ability to answer phones professionally, take messages, and transfer phone calls.
- The ability to properly maintain filing documents within our online storage system with adequate computer knowledge.
- The ability to keep client information confidential.
- Maintain other light office duties as required.
- Run errands on campus and be able to occasionally lift objects up to 50 pounds.

Minimum Qualifications

- Must have the current year FAFSA complete [FSA Guidelines](#).
- Applicants must be enrolled as an EAC student taking at least six credit hours per fall or spring semester. [Eligibility Requirements](#) based on federal or institutional.
- If not a first-time student, the applicant must have a GPA of 2.00 or higher and meet [Satisfactory Academic Progress](#) for Federal Work Study.
- May NOT be a Dual Enrollment Student.

Application Information:

- Applicants should send the [work study application](#) and/or resume to:
E-mail: joel.robinson@eac.edu and copy Careers@eac.edu
Contact Phone: (928) 428-8590

Closing Process:

- Once awarded, the student will receive notification via Monster email to set up an appointment with the [Human Resources Department](#) #17, second floor.
- All onboarding requirements with Human Resources must be completed before work may begin.
- As a work study student, you will access your employee portal to maintain and submit your payroll hours, which your supervisor must approve.

Work Study Program Questions:

Financial Aid and Veteran Services Office

Voice: (928) 428-8287

Fax: (928) 428-2391

E-mail: [Work Study Program](#)

Work Study Employment Questions:

Human Resources Department

Call or text: (928) 428 - 8915 or (928) 428 - 8614

Email: 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.