



Position Open Notice
Academic Advisor
Full-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:

Reporting to the Director of Academic Advising, the Academic Advisor provides comprehensive support for student-focused programs and services, helping students navigate their academic journey and achieve their educational goals. This position provides career counseling, academic advising, and registration support to students. Strong communication, organizational, and interpersonal skills are essential to effectively engage and support students.

Required Qualifications:

Required qualifications to effectively perform job. An equivalent combination of education, training, and experience will be considered.

- Bachelor's degree or an equivalent combination of education, training, and experience in secondary and post-secondary education setting.
- Experience with various types of counseling and/or advising supporting students within a secondary and post-secondary educational setting.
- Experience and familiarity with multicultural issues, including age, gender, socioeconomic status, race, ethnicity, religion, sexual orientation, and educational levels represented within the college and surrounding community.

Preferred Qualifications:

- At least 3 years of experience working with students at the post-secondary level.
- Experience working with student support service departments such as financial aid, records, enrollment, athletics, business office.
- Experience using the Anthology ERP/student information system to support advising, registration, records management, and other student services functions.
- Clear understanding of and commitment to Community College philosophy.
- Experience in working with dual enrollment students.

Essential Functions:

- Provide direct academic advisement, registration, and career counseling to students.
- Monitor student progress using a variety of institutional tools and data sources, proactively following up with students to provide guidance, support, and appropriate interventions.
- Participate in outreach services and serve EAC community, including educational workshops and personal skill development groups for faculty, staff, and students.
- Develop resources for referrals and network with community health agencies to support student success.
- Complete administrative and clerical work as needed.
- Perform other duties as assigned such as, but not limited to, disability services, basic mental health services, retention and front desk operations as needed.

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. Proficient with general office equipment.
- Knowledge of best practices in student advisement and career counseling, and the ability to provide appropriate levels of intervention for each student throughout their lifecycle at the college.
- Knowledge of mandated reporting responsibilities/requirements, legal and ethical mandates by law.
- Knowledge of the principles and procedures related to all aspects of student academic advisement and degree attainment.
- Ability to communicate effectively in both oral and written form with strong listening skills and with a diverse internal and external audience.
- Ability to create and deliver training and outreach.
- Ability to effectively coordinate and participate in an extensive set of programs to increase academic success.
- Ability to respond to campus crisis.
- Organized thinker with exceptional attention to detail.
- Strong analytical, conflict resolution, and problem-solving skills.
- Up-to-date knowledge of degree and certificate program requirements.
- Up-to-date knowledge of student-related services, processes, and procedures, as well as the college catalog.

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

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, transcripts (if copies are sent, official transcripts must be on file prior to the date of hire) 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 closes on **October 16, 2026**. Review of applications will begin immediately and continue until the successful candidate is identified.

Compensation and Position Availability:

The initial position compensation is **\$29.61 per hour**. The anticipated position start date is **November 2, 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

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.