Position Open Notice

Administrative Assistant - Nursing

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:
The Administrative Assistant position reports to the Director of Nursing and performs a variety of administrative tasks in support of the department. This role works closely with all departmental colleagues and other college personnel to facilitate the smooth functioning of the department. The position also serves as a point of contact within the department, providing a high level of customer service as required to faculty, staff, students, external partners, and visitors. This is an important role that requires timeliness, presence, accuracy, attention to detail, a professional demeanor, and superior communication skills.

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.
- One to three years of responsible administrative or secretarial experience.
- Previous customer service experience.

Preferred Qualifications:

- An associate degree in administrative support or a related field.
- Self-starter who works well under moderate supervision and maintains effective working relationships with coworkers.
- Experience working in nursing, healthcare, or higher education.

Essential Functions:

- Perform a variety of simple and complex administrative and scheduling tasks, providing wide-ranging support to the department and its programs and events.
- Ensure the curriculum is reviewed at least every three years. Format new and modified course designs and curricula. Ensure course sequence guides are up to date and match the corresponding curricula.
- Take minutes of division, advisory, and committee meetings, as assigned; submit them to the Director for review; and distribute approved copies.
- Oversee facility scheduling of assigned areas.
- Manage course scheduling to add, change, or delete courses and assist faculty with textbook adoptions, and assess student fees.
- Prepare and make travel arrangements for conferences, clinical site visits, and out-of-state travel, as assigned.
- Monitor supplies, equipment, and furniture no longer in use, prepare appropriate paperwork, and ensure procedures are followed for auction or other approved disposition.
- Assist with recruiting work-study students. Supervise and train work-study students on tasks for the Division and monitor work-study time sheets and funds.
- Monitor and schedule maintenance of the copy machine and all division printers and other office and lab equipment.
- Provide a high level of customer service to students, staff, and the public.
- Purchase required supplies and equipment, coordinate orders, process invoices, and monitor Division budgets

- Accurately maintain records, prepare contract information, collect necessary documents, and produce reports or forms, as assigned.
- Assist in preparation for accreditation reviews, reports, and Arizona State Board of Nursing audits.
- Prepare and maintain student files by gathering required immunizations, CPR documentation, DPS fingerprint clearance cards, background checks, urine drug screens (UDS), and other documents needed to comply with Arizona State Board of Nursing, regulatory agency, and clinical facility requirements. Track expiration dates.
- Prepare and maintain adjunct and clinical instructor files by gathering required immunizations, CPR documentation, DPS fingerprint clearance cards, background checks, urine drug screens (UDS), and other documents needed to comply with Arizona State Board of Nursing, regulatory agency, and clinical facility requirements. Track expiration dates.
- Work with online education partners to arrange testing dates, generate and distribute invoice or payment codes for students, and assist students with troubleshooting account access.
- Coordinate with Corporate Screening to view, retrieve, and communicate nursing program background-check and urine-drug-screen (UDS) results.
- Coordinate with Bio-Clean Services to properly dispose of used sharps in the laboratories.
- Collect payroll information from instructors and enter hours worked into the timekeeping system. Maintain financial database records of hours worked.
- Perform other duties as assigned.
- Maintain confidentiality of student and employee records and follow applicable College policies and FERPA requirements.
- Use approved artificial-intelligence technologies responsibly to support instruction, assessment, documentation, data organization, and workflow efficiency while protecting confidential information, verifying accuracy, and maintaining appropriate program oversight.
- 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 365, including Outlook, Word, Excel, Teams, Forms, Co-Pilot, electronic communication and information tools, and general office equipment, with good typing formatting and data-entry skills.
- Organized thinker with exceptional attention to detail.
- Ability to effectively organize and prioritize work as well as concentrate on multiple tasks simultaneously.
- Ability to handle sensitive information and maintain confidentiality.
- Excellent customer-relations skills and a professional demeanor.
- Ability to communicate effectively in both oral and written form with a diverse internal and external audience.
- Proficient understanding of accounting principles.
- Ability to maintain accurate records.
- Ability to learn program requirements, guide students through application and progression.
- Proactively fulfill program needs with minimal prompting.

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 on **November 30, 2026**, and continue until the successful candidate is identified.

Compensation and Position Availability:
The initial position compensation is **$21.08 per hour per current salary schedule**. This position also includes excellent employee benefits. 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.