Position Open Notice
Cosmetology Salon Assistant
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 Cosmetology Salon Assistant position reports to the Lead Faculty Instructor and the Burser/Business Administration Department and will assist in the daily operations of the EAC Cosmetology Salon, including scheduling client appointments, inventory management, and in selling retail items to students, employees and the general public by performing a variety of clerical and cashiering functions. 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 equivalent (or current enrollment as a cosmetology student, if applicable to the program model).
- Ability to communicate clearly and professionally with clients, students, instructors, and staff.
- Basic computer skills.
- Strong customer service skills with a positive, courteous, and professional demeanor.
- Ability to follow directions and work under supervision in an instructional setting.
- Basic math skills and attention to detail for handling payments.
- Ability to maintain confidentiality of student and client information in compliance with FERPA and school policies.
- Reliability, punctuality, and consistency in attendance.
- Ability to maintain a clean, organized, and safe front desk and reception area.
- Willingness to follow program policies, clinic procedures, sanitation standards, and professional conduct expectations.

Preferred Qualifications:

- Previous experience working in a professional or educational salon.
- Previous experience working in retail preferred.
- Experience handling financial transactions and end of day closing procedures.
- Strong conflict resolution skills.

Essential Functions:

- Greet and assist clients, students, instructors, and visitors in a professional, courteous, and welcoming manner while representing the cosmetology program positively.
- Process client payments and maintain accurate service records under instructor or staff supervision, following school financial procedures.
- Maintain confidentiality of student and client information in compliance with FERPA and institutional policies.
- Assist with retail product support, including sales, merchandising, restocking.
- Maintain a clean, safe, and organized front desk and reception area while following sanitation, safety, and state board guidelines.
- Communicate effectively with instructors, students, and staff to relay information, respond to issues, and support clinic operations.

- Demonstrate professionalism, punctuality, and workplace readiness while participating in training, supervision, and skill-development activities.
- Support a salon environment where all associates and customers are welcome.
- Work traditional and non-traditional 40-hour/week schedule as required for instruction, including an occasional Saturday
- 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.
- Excellent customer service skills via phone, computer, and in-person interactions.
- Previous experience working in a salon environment.
- Practical experience operating technologically advanced office equipment.
- Ability to learn, understand and retain directions and process descriptions.
- Basic ability to trouble-shoot common problems with a variety of office equipment.
- Willing and able to work a non-traditional and/or flexible schedule, including an occasional Saturday.
- Ability to maintain confidentiality of a variety of information that may flow through the campus salon.

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.
- 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 30 pounds.
- 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 a salon environment under general salon 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 **closes on November 30, 2026**. Review of applications will begin immediately and continue until the successful candidate is identified.

Compensation and Position Availability:
The initial position compensation is **$17.81 per hour**. 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.