Position Open Notice
Records Technician
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 Records Technician position reports to the Director of Admissions & Registration; Registrar and will perform a variety of administrative tasks in support of the department. This role will work closely with all departmental colleagues and other college personnel to facilitate the smooth functioning 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 to 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
- Experience with word processing, database, and spreadsheet software, specifically Microsoft Office applications.
- Experience with the proper operation and use of personal computers and standard office equipment.

Preferred Qualifications:

- Associate degree in education, business education or related field from a regionally accredited institution of higher learning recognized by the US Department of Education.
- Familiarity with student's registration processes.
- Two or more years of responsible clerical experience at a community college, preferably including student registration experience.
- Strong organizational skills.
- Self-starter who works well under moderate supervision and with close co-worker relationships.

Essential Functions:

- Provides customer service for students, staff, and the public.
- Responds by email, phone, and in-person to students, staff and the public about college offerings, registration, admissions, and transcripts.
- Explain policies and procedures related to student records and processes.
- Be knowledgeable about college operations, regulations, and processes and assist in the completion of same.
- Perform data entry; ensure student information is entered in compliance with federal, state, and institutional guidelines.
- Assist in record management; alphabetize, file, scan, and ensure all records are accurate and up to date.
- Process the record's drop boxes and ensure student files are updated accurately.
- Maintains an accurate and up to date desk reference of procedures for accomplishing duties and responsibilities.
- Assist with end-of-the-year graduation duties, including the Graduation Ceremony.
- Performs 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.
- Ability to communicate effectively in both oral and written form with a diverse internal and external audience.
- Ability to handle sensitive information and maintain confidentiality.
- Ability to maintain confidentiality of information.
- Ability to multi-task and organize, prioritize, and follow multiple projects and tasks through to completion while working under pressure with frequent interruptions.
- Ability to use Windows electronic communication and information tools and Microsoft Office products and general office equipment.
- Ability to work independently while contributing to team environment.
- Detail oriented with proficient computer, typing, and data entry skills.
- Excellent communication and public relations skills with diverse populations.
- Excellent customer relations demeanor.
- Excellent proofreading skills.
- Organized thinker with exceptional attention to detail.

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.
- 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**. 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.