



Position Open Notice
Assistant I – Gila Pueblo Campus
Globe

College and Area Information:

Eastern Arizona College and Gila County Provisional Community College District have partnered to provide higher education services in Gila County at the Gila Pueblo Campus in Globe, Payson Campus and other sites. As the educational service provider, Eastern Arizona College's offerings within Gila County are fully accredited community college programs. 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:

Under general supervision, performs a variety of administrative functions, support the Gila Pueblo Campus. This position reports to the Campus Coordinator. Funding for this position is contingent upon continuation of the external contract between the Gila County Provisional Community College District and Graham County Community College District.

Required Qualifications:

- Must be at least 18 years of age or older.
- Must have a valid AZ Driver's License.
- Three to five years of work experience in the office setting, required.
- Experience in handling cash, credit, or check transactions and processing payments and receipts.
- Ability to use Windows electronic communication and information tools and Microsoft Office products.
- Excellent customer relations, demeanor, and skills.
- Ability to communicate effectively in both oral and written form with a diverse internal and external audience.
- Ability to work in a team environment.
- Ability to work independently and coordinate multi-faceted projects.
- Detail oriented with good typing/data entry skills.
- Self-directed, professional individual who works well under moderate supervision and with close co-worker relationships.
- Ability to maintain the level of confidentiality this position requires.

Preferred Qualifications:

- Associates Degree in Administrative Information Systems, Business, or another related field, required.
- Previous experience as a student or teacher in a community college setting, preferred.
- Knowledge and experience with financial aid, student admissions, and student registration processes and student with disability.
- Bookkeeping experience and/or basic knowledge of accounting principles.

Essential Functions:

- Provide secretarial support and assistance for the Senior Dean and Campus Coordinator as needed.
- Prepare letters, memorandums, reports, and other documents from rough draft and/or oral instructions.
- Provide secretarial support to administrators and instructors as needed or directed.
- Assist with the admissions and registration of students.
- Assist with the financial aid of students.
- Assist with the textbook needs of students and instructors.

- Develop and maintain knowledge of college operations and assist in the compliance and completion of college administration processes.
- Maintain cash controls systems, including timely cash deposits; collect student fees and prepare and make daily deposits.
- Fulfill assignments during non-traditional days or hours as required on an intermittent basis.
- Perform other duties as assigned.

Application Information:

Applicants should submit a letter of application addressing each of the required and preferred 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](#)) to careers@eac.edu or can be mailed to the address listed below:

Eastern Arizona College
 Human Resources – AP243
 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:

Open until filled. Review of applicants will begin immediately and continue until the successful candidate is identified.

Compensation and Position Availability:

The initial position compensation is \$2,842 per month (\$16.40 per hour) per current salary schedule plus a cash flex benefit. The position also includes excellent employee benefits. The anticipated position start date is as soon as practical once the successful candidate is identified. Funding for this position is contingent upon continuation of the external contract between the Gila County Provisional Community College District and Graham County Community College District.

Questions:

Human Resources Department
 Voice: (928) 428-8915
 FAX: (928) 428-2578
 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 http://www.eac.edu/About_EAC/Consumer_Information/report.pdf. Additional copies are available at the Alumni Library (Thatcher Campus), the Learning Resource Center (Payson Campus), and the library (Gila Pueblo Campus). 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 each of the campuses: EAC Police Department, located at 620 N. College Avenue, Thatcher, AZ (Thatcher Campus); Gila Pueblo Campus Administration Office, located at 8274 Six Shooter Canyon Road, Globe, AZ (Gila Pueblo Campus); and Payson Campus Administration Office, located at 201 N. Mud Springs Rd., Payson, AZ (Payson Campus).

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.