



**Position Open Notice**  
**Secretary II – Nursing Program**  
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 Secretary/Assistant (II) – Nursing Program reports to the Director of Nursing.

**Required Qualifications:**

- Holds an Associate degree in Administrative support, or related field, preferred.
- Proficient in the use of Microsoft Programs, Microsoft 365 and Adobe.
- One or more years of responsible secretarial experience.
- Ability to produce and maintain accurate records and documents.
- Good oral and written communication skills.
- Ability to operate various office equipment (copy machine).
- Good organizational skills.
- Demonstrated strong interpersonal skills.
- Ability to work closely with the Advising Department.
- Ability to maintain confidentiality.
- Ability to cope with intermittent job interruptions and stresses.
- Ability to establish effective working relationships with personnel, students, and the public.
- Ability to work independently and as a team member.

**Preferred Qualifications:**

- Experience working with those in the Allied Health and/or Nursing fields.
- Ability to cope with multiple tasks and deadlines.
- Ability to interact effectively over the phone, in person, and via e-mail with persons seeking assistance from the Nursing Department.
- Ability to provide office management support to multiple programs and offices.
- Ability to organize multiple responsibilities in a logical and productive manner.

**Essential Functions:**

- Assist the Director of Nursing with administrative functions of the Nursing Department.
- Assist with counseling and student support/retention duties.
- Maintain accurate records and filing systems and perform detailed record keeping.
- Schedule appointments, coordinate travel arrangements, maintain accurate financial/fiscal records, coordinate business meetings and produce and maintain meeting minutes.
- Assist with the supervision of work study personnel.
- Provide professional interaction with and assistance to individuals seeking assistance from the Nursing Department.
- Perform a wide variety of secretarial and clerical duties within a multi-program and multi-office environment.
- Creating, maintaining and utilizing nursing data over time.
- Effectively interpret, prioritize, and complete various requests and tasks in an efficient manner.

- Maintain the confidentiality of information received and generated in the Nursing Department.
- Process purchase orders specific to the Nursing Department.
- Proctor ATI testing and other exams as needed.
- 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](mailto: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 \$3,022 per month (\$17.43 per hour) plus a cash flex benefit. The position also includes excellent employee benefits. The anticipated position start date is as soon as practicable once the successful candidate is identified.

**Questions:**

Human Resources Department  
 Voice: (928) 428-8915  
 FAX: (928) 428-2578  
 E-mail: [Careers@eac.edu](mailto: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](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.