



## **Position Open Notice**

Associate Professor of Business and Computers  
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:**

Eastern Arizona College is seeking a full-time Associate Professor of Business and Computers. The Professor reports to the Dean of Business and Industrial Technology.

### **Required Qualifications:**

- Master's Degree in business administration, information/computer systems or a related area, with a minimum of 18 graduate hours in the instructional areas(s)
- Experience teaching general business and computer information systems courses at the college level
- Ability to teach and relate well to students from a wide variety of ethnic backgrounds and varying degrees of ability and/or experience
- Ability to work effectively within a departmental structure and with other faculty in the design and implementation of curriculum and assessment
- Demonstrated ability to work effectively in a one-on-one tutorial setting when necessary
- Willing and able to teach online, late afternoon, evening, weekend, and summer classes

### **Preferred Qualifications:**

- 18 Graduate hours of coursework in information/computer systems
- Innovative teaching experience
- Experience developing and teaching web-based courses
- Teaching experience in business, programming, data systems and information technology at the college level
- Industry experience in business, management information systems and/or information/computer systems
- A clear understanding of and commitment to the community college philosophy

### **Essential Functions:**

- Teach a variety of Business and/or Computer courses and workshops as assigned by the College. Typical courses may include, but are not limited to, the following: Intro to Computers or Computer-Based Systems, Business Math, and Organizational Leadership.
- Teach a minimum of 32 adjusted load hours per academic year; up to six adjusted load hours of overload may be required per semester.
- Teach web-based, late afternoon, evening, weekend, and summer classes as needed.
- Maintain an accountability week of 35 hours on campus, including five posted office hours, for teaching, advising, helping students, class preparation, consultation with colleagues, and other related activities.
- Serve as a faculty advisor to students enrolled in the Business certificate degree programs.
- Update course outlines and pre-and post-tests and develop new curriculum as needed.
- Maintain accurate records of student academic achievement.
- Maintain, prepare, and submit data for division reporting purposes.
- Serve on institutional committees as assigned; 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, a vita, transcripts (if copies are sent, official transcripts must be on file prior to the date of hire), signed copy of the EAC application form, available on EAC's website ([EAC Application Form](#)), and a minimum of three written confidential letters of professional references, 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 range is \$44,477 to \$71,163 per current salary schedule per academic year including 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.