



Position Open Notice
Site Coordinator – Fort Thomas
Gaining Early Awareness and Readiness for Undergraduate Programs
(GEAR UP)

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 Site Coordinator reports to the GEAR UP Project Director. The Site Coordinator is housed at the appropriate school district. Funding for this position and its continuation is contingent upon receipt of the GEAR UP grant funding through the U.S. Department of Education as scheduled. This is a full time (100% FTE) 12-month position.

Required Qualifications:

- Bachelor's degree and K-12 certification.
- Three years of teaching experience to include organizing successful tutoring and other academic intervention programs.
- Experience working with low-income, high-risk, first-generation college bound students, and students with disabilities.
- Experience working with families and community members having diverse academic, socioeconomic, and cultural backgrounds.
- Excellent communication, organization, and problem-solving skills.
- Training in standards-based instruction and mentoring.
- Ability to effectively coordinate an extensive set of programs to increase academic success.
- Ability to effectively work directly with the school principal and local Site Intervention Team to integrate GEAR UP academic interventions into the school culture.
- Instructional experience related to enhancing student achievement and success.
- Ability to work well with students and to manage part-time GEAR UP personnel and volunteers.

Preferred Qualifications:

- Master's degree in Education.
- Demonstrated experience training faculty and staff working in an educational environment.
- Knowledge of computer assisted instructional software such as PLP, Plato, Odyssey-ware and A+ Learning Systems.
- Knowledge of college and university academic standards, systems, and student financial assistance.
- Experience with Character Education curriculum such as Covey's 7 Habits.
- Experience with the Dave Ramsey personal finance curriculum.

- Experience with Arizona Response to Intervention methodologies and procedures.
- Knowledge of career exploration curricula, on-line tools, clusters of study, Education and Career Action Plans, and extended learning opportunities.
- Experience implementing initiatives that help overcome barriers specific to the targeted student population.
- An understanding of and commitment to the community college philosophy and goals.
- Experience with maintaining data in a management system.

Essential Functions:

- Work toward systemic change within the school and community to develop school reform.
- Serve as the Coordinator of GEAR UP programs at the local school level.
- Assess participants' strengths and weaknesses in subject areas.
- Monitor GEAR UP student grades/credits to promote on-time graduation and completion of college prerequisite curriculum.
- Innovate and use a variety of tutoring methods and instructional methodologies to address participants' academic needs.
- Assist in the preparation and presentation of instructional materials.
- Coordinate the tutoring and mentoring needs of program participants with available campus resources.
- Engage in outreach to GEAR UP students who have dropped out and assist these students with re-enrollment in secondary school systems.
- Help students apply for postsecondary financial aid, college acceptance, and college enrollment.
- Ensure effective communication between after-school teachers and regular classroom teachers.
- Coordinate and provide input into the planning of curricula and extended learning opportunities.
- Contribute to the development and implementation of program goals and objective.
- Serve as the key resource for data collection, reporting, documentation and dissemination.
- Provide information on higher education issues such as college selection and financial assistance.
- Provide academic and career counseling services.
- Coordinate the GEAR UP tutoring, credit recovery, academic interventions, college awareness, career awareness, and 'study skills' instructional programs.
- Introduce the Curriculum Frameworks career exploration program, which includes Clusters of Study, Individual Graduation Plans, Selection of Majors, and Extended Learning Opportunities.
- Implement all project programs in a timely manner as defined in school work plans.
- Maintain accurate records, files, and documentation of services provided.

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), a 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 or can be mailed to the address listed below:

Eastern Arizona College
 Human Resources – AP 243
 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 with preferential consideration given to those whose materials are received by Friday, May 27, 2022.

Compensation and Position Availability:

The initial position compensation is \$47,500 per current salary schedule plus a cash flex benefit. The position also includes excellent employee benefits. The anticipated position start date is June 15, 2022.

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.