



Position Open Notice
Part-time Academic Coach (multiple positions)
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 Academic Coach reports to the Project Director of the Strengthening Institution Programs Grant. This is a part-time position generally consisting of no more than 19.5 hours per week as scheduled by the supervisor. Funding for this position and its continuation is contingent upon receipt of the SIP grant funding through the U.S. Department of Education as scheduled.

Required Qualifications:

- Associates Degree in the subject area they will be tutoring, or equivalent comprised of classes successfully completed and work experience - 3.0 grade average
- Prior successful tutoring experience in the subject area
- Ability to teach study strategies, notetaking skills, and time management to students
- Knowledge of computer hardware, peripherals, and a variety of software applications
- Adhere to confidentiality guidelines

Preferred Qualifications:

- Bachelor's Degree in the subject area being tutored
- Willing and able to work a non-traditional schedule including evenings and weekends
- Experience with or be familiar with on-line prescriptive instructional programs such as Canvas
- Possess good communication skills, both written and oral, and interact with others in a friendly manner.

Essential Functions:

- Educate others on the services/opportunities available; provide outreach/recruitment efforts to students
- Provide tutoring face-to-face, online and in facilitated groups
- Provide training and monitoring of student clientele in the use of online tutoring
- Provide targeted instruction of materials not yet mastered
- Communicate and collaborate with all EAC employees to enhance service to our students
- 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 – 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. Review of applicants will begin immediately and continue until the successful candidate is identified.

Compensation and Position Availability:

The compensation is \$17.00 per hour. This recruitment will be used to fill one summer position and three part-time positions. The anticipated position start date for the summer position is June 1, 2022. The anticipated position start date for the three part-time positions is August 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.