



Position Open Notice

Part-time Assistant I – Admissions Office

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.

Organizational Relationship:

The Clerk reports to the Assistant Director of the Admissions Office. This is a part-time position generally consisting of no more than 19.5 hours per week as scheduled by the supervisor.

Required Qualifications:

- Proficient using Microsoft Office Suite including: Outlook, Word, and Excel.
- Ability to quickly learn computer programs.
- Strong customer service, communication, organization, and problem-solving skills.
- Demonstrated experience coordinating and prioritizing multiple complex tasks.
- Ability to effectively manage frequent job interruptions, distractions, and seasonal fluctuations in workloads.
- Demonstrated ability to function as an effective team player.
- Ability to be a self-starter in order to keep office running smoothly.
- Ability to set and accomplish goals in an independent and/or team setting.

Preferred Qualifications:

- Associates degree in Business, Office Technology, or related field.
- Proficient in the use of social media, smart phone apps, design software, and basic video editing.
- Excellent technical and analytical skills.
- Understanding of and commitment to the community college philosophy.

Responsibilities:

- Day-to-day management of the Admissions Office Communication Plan.
- Assist with maintenance of the Admissions Office computer programs.
- Assist with Eastern's main incoming telephone calls.
- Assist in training and supervising Admissions work-studies (the Advance Team).
- Provide professional interaction with individuals seeking assistance from the Admissions Office.
- Assist with on- and off-campus recruiting events.
- Receive and process student information requests and scholarship applications.
- Ability to maintain positive working relationships with all other EAC departments.
- Perform other duties as assigned.

Application Information:

Please submit an EAC application form along with a letter of application addressing each of the required and preferred qualifications and describing experience related to the position responsibilities and a resume to:

Eastern Arizona College – Admissions Office
Assistant I - Admissions
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.

Compensation:

The position compensation is \$15.77 per hour.

Questions:

Supervisor – Chalene Preston

- Voice: (928) 428-8272
- FAX: (928) 428-2578
- E-mail: chalene.preston@eac.edu



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.