



## Position Open Notice

### Assistant II, Grants Department – Part-time 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 Grants Department Assistant reports to the Director of Grants. This is a part-time position generally consisting of no more than 19.5 hours per week as scheduled by the supervisor.

#### Required Qualifications:

- A.A./A.A.S. in Office Technology, Business Administration or similar program
- Administrative assistant experience or experience of a very similar nature
- Self-starter motivated to quickly contribute to department
- Ability to perform various clerical and secretarial functions
- Ability to operate various office equipment efficiently and safely
- Good oral and written communication skills
- Proficient in the use of computers and various computer software packages including Microsoft Word and Excel
- Willing and able to work a variable schedule as needed to meet deadlines
- Professional demeanor with excellent organizational skills
- A team player with a positive attitude, and desire to continually learn new skills

#### Preferred Qualifications:

- B.A/B.A.S in Office Technology, Business Administration or similar program
- Ability to produce and maintain accurate records and documents
- Experience in data collection and research
- Ability to work with Office 365 and Adobe
- Skilled in budgeting and accounting procedures with advanced Excel experience
- Advance writing and proofreading skills
- Familiarity with state and federal grant programs
- Experience with social media, promotional tools and programs
- Skilled in creating policies and procedures
- History of working in an institution of higher education
- Ability to successfully cope with multiple tasks, deadlines and interruptions
- Ability to maintain strict confidentiality of information pertaining to the functions of the department and organization

#### Essential Functions:

- Help Director manage communication with all internal departments, outside funders, and community partners
- Aid in recording and tracking various grant-funded projects
- Assist with administrative functions within the Grants Department
- Book in-state and out-of-state travel for department employees

- Edit documents, create charts, graphs, and other original content
- Assist in conducting research for potential funders and grant programs
- Organize and maintain accurate records and large filing systems
- Assist in creating robust policies along with creating Standard Operating Procedures (SOPs) for the department
- Take and produce meeting minutes
- Help increase visibility of grant programs and results through social media/email marketing
- Perform other duties as assigned

**Application Information:**

Applicants should submit a letter of application addressing each of the required and preferred qualifications and describing experiences related to the position responsibilities, a signed copy of the EAC application form available on EAC's website ([EAC Application Form](#)), and a minimum of three letters of professional references to [careers@eac.edu](mailto:careers@eac.edu) or mail all documents 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. Preferential consideration given to those who materials are received by Monday, June 6<sup>th</sup>.

**Compensation and Position Availability:**

The position compensation is \$18.13 per hour. The anticipated position start date is on or about July 1<sup>st</sup>, 2022.

**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.