Position Opening Notice
Business/Computer Instructor – Payson Campus

College and Area Information:	Eastern Arizona and Gila County Provisional Community College District have partnered to provide higher education services in Gila County at the Gila Pueblo Campus in Globe, Payson Campus, and other sites. As the educational service provider, Eastern Arizona College's offerings within Gila County are fully accredited community college programs. 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 Business/Computer Instructor reports to the Dean of Curriculum and Instruction, the Senior Dean of Gila County, and the Payson Campus Associate Director. Funding for this position is contingent upon continuation of the external contract between the Gila County Provisional Community College District and Graham County Communtiy College District.

Required Qualifications:

- Master's Degree in Business Administration, Business, or a closely related field, with a minimum of 18 graduate hours in the area of instruction
- Experience teaching general Business and Computer courses at the college level
- Ability to relate effectively to students from a wide variety of ethnic backgrounds, learning orientations, and levels of preparation
- 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 late afternoon, evening, weekend, and summer classes as needed

Preferred Qualifications:

- Three (3) to five (5) years teaching experience at an institution of higher education
- Graduate coursework in computers or technology in business
- Innovative teaching experience
- Ability to develop and teach online courses
- Teaching experience in accounting, economics, marketing, finance, or business classes at the college level
- Industry experience in the instructional areas(s)
- Excellent oral and written communication skills in both public and inter-personal venues
- A clear understanding of and commitment to the community college philosophy

Responsibilities:

- 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: Accounting, Intro to Computers or Computer-Based Business Systems, Business Math, and Business Communication.
- 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 programs and AAS 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.
- Work with local high school, businesses, and Town of Payson to develop business programs, courses, and/or workshops to meet the public need.
- Perform other duties as assigned.

| *Application Information:* | **Please indicate how you learned of this opening. Applicants should send 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 and a minimum of three written confidential letters of professional references, to:** |

Eastern Arizona College Human Resources
Business/Computer Instructor Position
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   **All applicant materials must be received by 5:00 p.m. Friday, January 28, 2022. A decision is anticipated on or about March 15, 2022.**

Compensation and Position Availability: The initial position compensation range is $44,477 to $71,163 per academic year. The position also includes excellent employee benefits. The anticipated position start date is **August 15, 2022**.

Questions: Anastasia Seaman
Human Reources Generalist
- Voice: (928) 428-8915
- FAX: (928) 428-2578
- Internet: anastasia.seaman@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.