



Position Open Notice Campus Store Manager (Associate Director)

College and Area Information:

Eastern Arizona College provides opportunities for higher education for residents in Graham County. Eastern Arizona College is the oldest member of the Arizona Community College system and is fully accredited by The Higher Learning Commission.

Campus Store Manager (Associate Director)

Eastern Arizona College is looking for an assistant director to design and manage a campus store that will act as a retail store and as a distribution center for educational materials ordered through a third party vendor.

Required Qualifications:

- High School Diploma or equivalent
- Experience managing a retail store
- Extensive knowledge of and experience in all aspects of purchasing and marketing merchandise
- Proven administrative skills as demonstrated by three to five years of experience in a supervisory or administrative capacity

Preferred Qualifications:

- A bachelor's degree in business or a closely related field
- A clear understanding of and commitment to the community college philosophy and goals
- Experience working in a campus bookstore
- Ability to develop and maintain an excellent institutional reputation within the service area through positive interaction among community leaders, citizen, and students
- Evidence of the ability to function as an effective member of a large organizational team

Responsibilities:

- Design the campus store
- Develop and manage the campus store budget
- Ensure business needs are met for schedules, floor plans, ordering and stocking merchandise
- Coordinate sales promotions, special events, and marketing
- Provide excellent customer service and train staff to provide the same
- Provide oversight and assistance with online bookstore
- Conduct store inventory
- Train faculty and students on ordering education materials from third party vendor
- Recruit, supervise, train, and evaluate part-time staff and student employees
- Work a non-traditional schedule as needed
- Perform other duties as assigned

Application Information: Please indicate which campus position(s) you are applying for.

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 form, and a minimum of three written confidential letters of professional references, to:

Eastern Arizona College Human Resources
Campus Store Associate Director
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 applications will begin immediately and continue until the successful candidate is identified.

Compensation and Position Availability:

The initial position compensation range is commensurate with education and experience plus a cash flex benefit. The position also includes excellent employee benefits. The anticipated position start date is as soon as practicable once the successful candidate is identified.

Questions:

Dianne Hartley-Barnes

- Voice: (928) 428-8915
- FAX: (928) 428-2578
- E-mail: dianne.hartley@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.