



Position Open Notice

Recruitment & Training Coordinator – Human Resources

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:

Under general supervision, uses independent judgement and discretion to coordinate the recruitment and training activities for Eastern Arizona College. This position reports to the Director of Human Resources.

Required Qualifications:

- High school diploma or GED equivalent, required.
- Bachelor's Degree in Human Resources, Business Administration, or related field; OR an equivalent combination of training and experience that provides the required knowledge, skills and abilities.
- A minimum of one to three years of human resources experience, preferably directly related to recruitment.
- Must be at least 18 years of age or older.
- Working knowledge of interview techniques and applicant screening methods.
- Ability to use Windows electronic communication and information tools and Microsoft Office products.
- Excellent customer relations demeanor and skills.
- Comfortable making decisions independently.
- Ability to communicate effectively in both oral and written form with a diverse internal and external audience.
- Detail oriented with good computer, typing, and data entry skills.
- Ability to maintain confidentiality of information.

Preferred Qualifications:

- Self-starter who works well under moderate supervision and with close co-worker relationships.
- Previous experience in a public sector working environment.
- Familiarity with applicant tracking and HRIS systems.
- Notary Public.

Essential Functions:

- Posts and closes jobs on EAC website. Advertises through social media and local, state and national publications.
- Receives and screens application packets for employment. Conducts phone screenings.
- Coordinates and assists screening committees.
- Maintains candidate information and recordkeeping.
- Coordinates screening committees and schedules candidate testing and interviews.
- Develops and maintains job descriptions.
- Assists with facilitating the offer process and notifies candidates when a position has been filled.
- Manages the preliminary and new hire onboarding process.
- Schedules and coordinates training for EAC leadership, faculty, and staff related to employment.
- Prepares and processes part-time contracts for staff.
- Conducts exit interviews with faculty and staff that are leaving employment.
- Maintains employment tracking databases.
- Handles unemployment claims.
- Performs notary public functions.
- Files and maintains the personnel filing system.
- Provides clerical support to administrators and instructors.
- Performs other duties as assigned.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment.
- Some travel to other campus locations.
- Subject to standing, walking, sitting for extended periods of time; bending, reaching above the shoulders and horizontally to retrieve files and supplies; kneeling and occasional lifting of objects up to 15 pounds.

Application Information:

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/resume, 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
HR Recruitment & Training Coordinator 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:

Open until filled. Review of applicants will begin immediately and continue until the successful candidate is identified.

Compensation and Position Availability:

The initial position compensation is based on education and experience per current salary schedule 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:

- Lydia Newkirk
- Voice: (928) 428-8915
- FAX: (928) 428-2578
- E-mail: lydia.newkirk@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.