



**Position Open Notice**  
**HVAC Associate Professor**  
**Prison Instructional Programs**

**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 HVAC Associate Professor reports to the Coordinator of Prison Programs. **Funding for this position is contingent upon continuation of a contract with the Arizona Department of Corrections, the Federal Bureau of Prisons and continuation of this position/program within that contract. This is a twelve-month contract.**

**Required Qualifications:**

- Five years verifiable occupational experience in HVAC or related areas
- Must pass extensive background checks by the Arizona Department of Corrections and Federal Bureau of Prisons
- Must pass pre-employment drug screenings as required by the Arizona Department of Corrections and Federal Bureau of Prisons
- Ability to work effectively in a high-security setting with a diverse group of individuals
- Ability to effectively utilize computer programs and productivity tools for communication, record keeping, supplemental instruction, instructional preparation, etc.
- Must be willing and able to work a non-traditional schedule at various locations in the College's service area that may include day, afternoon, and/or evening classes

**Preferred Qualifications:**

- Ability to work and interact effectively with Arizona Department of Corrections and Federal Bureau of Prisons staff, College personnel, and students and be able to deal with the challenges and stress of a high security environment
- Teaching experience in the HVAC trades and the ability to relate to and address all levels of student preparation
- Currently licensed by the EPA in the HVAC trade, or been licensed within the past three years with the ability to regain current status
- Familiarity with and understand the Universal certification process
- Proficient in enabling students to test and receive EPA certifications
- Strong organizational and record keeping skills
- Experience working in a high security environment with an all-male student clientele

**Responsibilities:**

- Teach incarcerated adult male students approximately six - seven hours a day, five days a week
- Adhere to a work schedule determined by the contracting agency that will include day, afternoon, and evening classes
- Teach to proficiencies in heat, ventilation, and air conditioning trades and provide flexible learning opportunities in support of the program focus on HVAC systems and maintenance
- Maintain true and accurate records reflecting student progress and achievement for all courses taught
- Update course outlines, pre- and post-test and curriculum as needed
- Comply with all Arizona Department of Corrections and Federal Bureau of Prisons policy and procedures as well as all District policies and procedures

- Teach a minimum of 32 adjusted load hours per year
- Teach on campus late afternoon, evening, and summer courses as needed
- Perform other duties as assigned. Typical duties may include advising students, serving on advisory and other assigned committees, collaborating with other faculty, and serving as a member of the division

**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, 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  
HVAC Associate Professor – Prison Programs  
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 \$44,477 to \$63,163 per current salary schedule plus a cash flex benefit. The position also includes excellent employee benefits. The anticipated position start date target is as soon as practical once the successful candidate is identified.

Questions:

- Anastasia Seaman
- Voice: (928) 428-8915
- FAX: (928) 428-2578
- E-mail: [anastasia.seaman@eac.edu](mailto:anastasia.seaman@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.