



Position Open Notice
Marketing Assistant – Part-time
Payson Campus

College and Area Information:

Eastern Arizona College and Gila County Community College Provisional 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..

Organizational Relationship:

The Marketing Assistant – Payson Campus reports to the Gila County Marketing and Public Relations Coordinator. This is a part-time position generally consisting of no more than 19.5 hours per week as scheduled by the supervisor, with occasional weeks up to 29 hours. The schedule is Monday – Friday, with an occasional evening or weekend assignment.

Required Qualifications:

- Proficient in the use of computers and various computer software packages, including Adobe Creative Suite
- Strong knowledge of social media principles and practices
- Ability to learn and adhere to EAC brand standards and divisional marketing practices
- Excellent written and oral communication skills

Preferred Qualifications:

- Excellent project management skills to consistently meet deadlines
- Knowledge of AP Style and/or basic proofreading skills

Responsibilities:

- Create social media posts and manage regular posting on all channels
- Monitor and respond to comments and direct messages in a timely manner
- Use analytics to gauge campaign success and increase followers
- Write and develop content-specific flyers, brochures, newsletters, ads and videos
- Create campaign materials using Adobe Creative Suite
- Assist with writing, directing, shooting, editing, and producing videos
- Take photos at events
- Set-up photo shoots and assist during sessions
- Assist with campus tours
- Complete a variety of special assignments
- Perform other duties as assigned

Application Information:

Please submit an EAC application form along with a letter of application addressing each of the required and preferred qualifications and describing experience related to the position responsibilities to:

Eastern Arizona College
Payson Campus PT Marketing Assistant Position
8274 S. Six Shooter Canyon Road
Globe, AZ 85501

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 position compensation is \$15.37 per hour. The anticipated position start date is as soon as practicable once the successful candidate is identified. Funding for this position is contingent upon continuation of the external contract between the Gila County Community College Provisional District and Graham County Community College District.

Questions:

- Leitha Griffin
- Voice: (928) 425-8481 ext. 120
- E-mail: leitha.griffin@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.