



## Position Opening Notice

### Counselor – Small Business Development Center Gila County-Payson Campus, Part-time

**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 of NCA.

**Organizational Relationship:** The Part-time Counselor – SBDC Gila County Payson Campus reports to the Director – EAC Small Business Development Center. Funding for this position is contingent upon continuation of the federally funded grant program. This is a part-time position generally consisting of no more than 19.5 hours per week as scheduled by the supervisor.

**Required Qualifications:**

- A combination of education and experience relevant to small business operations including direct experience in small business operations.
- Experience with financing business start-ups.
- Ability to interact effectively with public and private sector organizations.
- Knowledge of a variety of computer business software applications
- Strong interpersonal relation skills.
- Strong communication and presentation skills.
- Ability to work independently while maintaining effective communication with supervisors, peers, and customers.

**Preferred Qualifications:**

- Bachelors Degree in Business Administration or a closely related field.
- Teaching experience and/or skills
- Small business ownership or management experience.
- An understanding of and commitment to the community college philosophy.

**Responsibilities:**

- Provide information, education, counseling and other resources to customers.
- Organize classes, seminars, and workshops about various small business topic such as pre-venture, development, financing, and operations.
- Provide technical services and information including market research, computer software application uses, and analysis and interpretation of financial statements.
- Work closely with public and private sector organizations to further the interests and success of small business.
- Communicate effectively in diverse situations using a variety of medium.
- Regularly travel throughout the Gila County service area and to various areas of the state as necessary.
- Demonstrate and utilize up-to-date knowledge of small business practices, procedures, and administration to anticipate and creatively solve problems and capitalize on opportunities.
- Report activity using a statewide database for counseling, training, and information transfer reports.
- Perform other duties as necessary.

***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 resume, a completed and signed EAC application form, and a minimum of three written confidential letters of professional references, to:**

Eastern Arizona College SBDC  
Counselor – SBDC Gila County Payson Campus PT 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***

The position is 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 \$19.39 – \$20.73 per hour (approx. \$20,000 per year). This part-time position will work no more than 19.5 hours per week. Funding for this position is contingent upon continuation of the federally funded grant program. The anticipated position start date is as soon as available to begin.

***Questions:***

Kevin Peck, Director – EAC Small Business Development Center

- Voice: (928) 428-8590
- FAX: (928) 428-2578
- Email: [kevin.peck@eac.edu](mailto:kevin.peck@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](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.