



Position Open Notice

Secretary I, EMS Education Department – 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.

Organizational Relationship:

The Secretary, EMS Education Department reports to the EMS Program Coordinator. This is a part-time position generally consisting of no more than 19.5 hours per week as scheduled by the supervisor.

Required Qualifications:

- Proficient in the use of computer software including MS Word, Excel, and Outlook
- Ability to perform various clerical and secretarial functions
- Ability to quickly learn computer programs
- Ability to operate various office equipment efficiently and safely
- Strong customer service, communication, organization, and problem-solving skills
- Ability to effectively manage frequent job interruptions, distractions, stresses, and seasonal fluctuations in workloads
- Ability to be proactive in order to keep the front office running smoothly
- Demonstrated ability to function as an effective member of a large organizational team

Preferred Qualifications:

- Associate degree
- Ability to produce and maintain accurate records and documents
- Ability to learn, understand, and follow institutional and departmental policies, regulations and processes
- Ability to maintain strict confidentiality of information pertaining to the functions of the department and organization
- Experience associating and/or working with Emergency Medical Services, Police, or Fire personnel
- Current American Heart Association BLS Provider CPR Certification

Responsibilities:

- Staff the EMS Department reception area, answer phones and receive and assist visitors
- Assist division chair, EMS Program Coordinator, and other department members with semester scheduling
- Order supplies for the EMS Department (work with requisitions and purchase orders)
- Assist EMS Program Coordinator with preparation and maintenance of budgets
- Assist faculty with curriculum design, test preparation (RESPONDUS Software) and instructional support services
- Maintain and file a minimum of three years of student records and ensure all records meet regulatory requirements for program admission
- Schedule student clinical rotations with our clinical partners and ensure all student requirements are met for each rotation
- Coordinate building, room and other assignments for NREMT practical exams at the course and National level
- Answer phone, email, and in-person inquiries regarding program entry requirements
- General secretarial and clerical duties to help the EMS Education department function efficiently and effectively
- Schedule and coordinate participants in the annual Advisory Committee meeting and maintain all records of the meeting as required by regulatory bodies
- Initiate purchase requests for accounts payable/receivable for supplies and programs related to EMS education and maintain records of each transaction
- 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 EMS/EMT Department
PT Secretary 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 applications will begin immediately and continue until the successful candidate is identified.**

Compensation and Position Availability: The position compensation is \$15.77 per hour. The anticipated position start date is on or about October 15, 2021.

Questions: Supervisor – John Clegg

- Voice: (928) 428-8398
- FAX: (928) 428-2267
- E-mail: john.clegg@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.