



## Position Opening Notice

### Welding Adjunct Instructor – Part-time ADC Prison Program (Safford/Graham Unit)

**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 Welding Instructor reports to the Coordinator of Prison Programs. Funding for this position is contingent upon continuation of a contract with the Arizona Department of Corrections and continuation of this position within that contract.

**Required Qualifications:**

- Five or more years of verifiable occupational experience in welding or related areas
- Must pass an extensive background check by the Arizona Department of Corrections
- Must pass a pre-employment drug screen required by the Arizona Department of Corrections
- Ability to work effectively in a high-security setting with a diverse group of individuals
- Ability to effectively utilize computer programs for communication, record keeping, supplemental instruction, instructional preparation, etc.
- Ability to teach within a correctional facility educational program
- Strong organizational and record keeping skills
- Must be willing and able to work a non-traditional schedule that may include day, afternoon, and/or evening classes

**Preferred Qualifications:**

- Ability to work and interact effectively with Department of Corrections staff, College personnel, and students and be able to deal with the challenges and stress of a high security environment
- Welding certification(s)
- Teaching experience in the welding trades and the ability to relate to and address all levels of student preparation

**Responsibilities:**

- Teach a variety of community college occupational welding courses.
- Teach no more than nine (9) contact hours a week; courses may be offered at various times including early morning, morning, afternoon, evening and night schedules.
- Teach and supervise incarcerated adult male students within the designated correctional facility.
- Adhere to a work schedule determined by the contracting agency that will include day, afternoon, and evening classes.
- Maintain true and accurate records reflecting student progress and achievement.
- Update course outlines, pre- and post-test and curriculum as needed.
- Comply with all Arizona Department of Corrections policy and procedures as well as all District policies and procedures.
- Perform other duties as assigned. Typical other duties may include advising students, serving on advisory committees, and program development and revision.

**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, copies of transcripts and/or licenses and certifications, and a minimum of three written confidential professional references, to:**

Eastern Arizona College Prison Program  
Welding Adjunct Instructor 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 position(s) is filled.**

**Compensation and Position Availability:**

Adjunct instructor pay varies based on the load hours and student count. The anticipated position start date is **as soon as practical once the successful candidate is identified**. Funding for this position is contingent upon continuation of a contract with the Arizona Department of Corrections and continuation of this position within that contract.

**Questions:**

Chuck Petersen

- Voice: (928) 428-4698 x72510
- FAX: (928) 428-2578
- Internet: chuck.petersen@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.