



## Position Open Notice

### Perkins Grant Coordinator, Grants Department – Part-time Thatcher, Arizona

#### 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.

#### Position Summary and Organizational Relationship:

The Perkins Grant Coordinator reports to the Director of Grants. This is a part-time position generally consisting of no more than 19.5 hours per week as scheduled by the supervisor.

#### Required Qualifications:

- B.A./B.A.S. in Office Technology, Business Administration, or similar program; or an equivalent combination of education, experience, and training
- Experience in data collection and research
- Familiarity with state and federal grant regulations
- Ability to produce and maintain accurate records and documents
- Experience in accounting and bookkeeping
- Experience with budget processes and sound fiscal management
- Ability to successfully cope with multiple tasks, deadlines, and interruptions
- Advanced proofreading, oral and written communication
- Proficient in the use of computers and various computer software packages including Microsoft Word and Excel skills
- Willing and able to work a variable schedule as needed to meet deadlines
- Professional demeanor with excellent organizational skills
- A team player with a positive attitude, and desire to continually learn new skills

#### Preferred Qualifications:

- Thorough knowledge of and experience in the development, acquisition and coordination of federal grants
- Experience in working with a Carl D. Perkins grant or similar federal grants
- Ability to work with Office 365 and Adobe
- Knowledgeable in inventory processing and tracking
- Skilled in budgeting and accounting procedures with advanced Excel experience
- History of purchasing supplies and equipment
- Knowledge of Career Technical Education courses and departments
- Skilled in creating and enforcing policies and procedures
- History of working in an institution of higher education

#### Essential Functions:

- Supports goals and objectives for the Carl D. Perkins grant programs. Assists in the assurance that goals and objectives are in alignment with institutional strategic planning goals and the overall statewide and national goals for the programs
- Assists in the writing and submittal of the Perkins grant application to the Arizona Department of Education
- Organizes and conducts Perkins meetings as needed
- Assists CTE faculty and staff with equipment purchases, travel claims, professional development and other Perkins funded opportunities
- Assists in training for CTE faculty and staff on Perkin's Grant regulations and allowable funding projects
- Maintains Perkins webpage

- Completes requisitions and procurement procedures for CTE and grant expenditures, including initiating budgetary expenditures and tracking expenditures for Perkins budget
- Maintains grant capital and stewardship lists including performing annual inventory and taking corrective action where needed to ensure equipment is housed and utilized in accordance to State and Federal equipment guidelines
- Communicate with the Director of Grants, Dean of CTE, and Perkins-funded faculty regularly to document Perkins grant progress
- Travel in-state/out-of-state for professional development as needed
- A clear understanding of and commitment to the community college philosophy
- Perform other duties as assigned

**Application Information:**

Applicants should submit a letter of application addressing each of the required and preferred qualifications and describing experience related to the position responsibilities, a minimum of three letters of professional references and a signed copy of the EAC application form), available on EAC's website ([EAC Application Form](#)) to [careers@eac.edu](mailto:careers@eac.edu) or can be mailed to the address listed below:

Eastern Arizona College  
 Human Resources – AP243  
 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. Preference given to applicants who submit materials by June 6, 2022.

**Compensation and Position Availability:**

The position compensation is \$19.86 per hour. The anticipated position start date is on or about July 1, 2022.

**Questions:**

Human Resources Department  
 Voice: (928) 428-8915  
 FAX: (928) 428-2578  
 E-mail: [Careers@eac.edu](mailto:Careers@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.