



Position Vacancies
Subject Matter Experts (Various Areas)

Enrollment Management, Accounting and Business Services, and Marketing and Public Relations

Temporary, Part-time
Gila County, Arizona

College and Area Information:

Gila Community College's District Offices are located at Gila Pueblo Campus in Globe, Arizona. Additional locations include Payson Campus, a Regional Training Center in Miami, and a satellite location in Hayden. Gila County is a unique and beautiful slice of the American Southwest that offers a variety of scenic natural environments, cultural and historical experiences, and thriving communities to discover and enjoy. ([Discover Gila County - Official Tourism Website](#)) Gila County Provisional Community College District partners with another Arizona community college to provide accredited educational programs within Gila County as Gila Community College pursues independent and accredited status.

Organizational Relationship and Work Hours Expectations:

This position reports directly to the Interim President. Work may be accomplished either remotely or at a College physical location as may be needed. This is a temporary, part-time position generally consisting of no more than 19.5 hours per week, with occasional weeks up to 29 hours, as scheduled and approved by the supervisor. The College's business office hours are 8:00 a.m. to 5:00 p.m., Monday – Friday.

Required Qualifications:

Knowledge, skills, and abilities anticipated as necessary to effectively perform this job. An equivalent combination of education, training, and experience will be considered.

- High school diploma or equivalent.
- Ability to pass a background screening process and/or obtain a Level 1 Fingerprint Clearance Card, as necessary.
- Substantial direct experience in the specific subject matter project.

Preferred Qualifications:

- Degree(s), Certifications with rigorous achievement standards, or other industry standard credentials that indicate subject matter expertise.

These positions will provide implementation expertise in several areas of importance as we build our academic, business, and operational infrastructure including, but not limited to, Enrollment Management, Accounting and Business Services, and Marketing and Public Relations.

Essential Functions:

- Ability to perform general physical activities that require considerable use of arms, hands, and fingers to manipulate office equipment, machines, and materials. Some whole-body movement such as lifting, balancing, walking, stooping, carrying objects and handling materials may be required.
- Ability to provide effective assistance to College stakeholders in a variety of business environments requiring critical thinking, organization, and the use of inter-personal and communication skills in a professional manner.
- Functions/duties as listed in Procedure 5012.02 Employee Classification General Responsibilities.
- Additional position specific essential functions are listed below.

Additional Position Specific Essential Functions are listed below:

Subject Matter Expert employees are expected to perform any or all duties listed below in a safe, efficient, and effective manner.

- Professionally and diligently apply time, energy, and individual subject matter expertise to develop, update, revise, document, and/or train others in the optimal business structure and operations of the specific subject matter department, area, or group within Gila Community College.
- Communicate effectively with administration, co-workers, and College stakeholders to efficiently achieve the specific goals and objectives of the subject matter project.
- Perform similar duties not specifically listed as directed that support the specific subject matter project.

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Physical Abilities:

Activities commonly associated with the performance of the functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Duties are performed in a typical office environment within generally climate-controlled structures. Exposure to moderate noise levels is anticipated. Exposure to moderate to heavy office traffic levels with possible frequent interruptions is anticipated. Substantial computer and/or electronic equipment use is expected. Operation of standard office equipment involves repetitive fine motor-skills. Travel may be required.

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 resumé and a signed copy of the Gila Community College application form available on the website [Gila Community College Employment Opportunities \(gilaccc.org\)](http://gilaccc.org). Application materials may be submitted electronically to the following email: employment@gilaccc.org

The submission of all required application materials for the screening committee's review is the responsibility of the applicant. Skills testing may be administered. Applicants must be prepared to interview at their own expense.

Closing Date:

The position is open until filled. Review of applications will begin immediately and continue until the successful candidate is identified.

Compensation and Position Availability:

The initial position compensation is \$24.40 - \$43.00 per hour. This temporary, part-time position will generally work no more than 19.5 hours per week. The anticipated position start date is **as soon as practicable once an agreement is reached.**

Questions:

November Consulting, LLC

Cell: (928) 965-2440

E-mail: employment@gilaccc.org

**GILA COUNTY PROVISIONAL COMMUNITY COLLEGE IS AN
EQUAL OPPORTUNITY EMPLOYER**

Gila County Provisional Community College District 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, color, ethnicity, religion, sex, national origin, age, mental or physical disabilities, sexual orientation, gender identity or expression, veteran status, or any other legally protected class in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, educational services, programs, and activities.