Durena Thompson

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SAN CARLOS APACHE COLLEGE
HUMAN RESOURCES
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Job Posting

Director, The Apache Institute

POSITION TITLE: The Apache Institute Director
VACANCY ANNOUNCEMENT: #24-08
WORK LOCATION: San Carlos Apache College, Main Campus in San Carlos, AZ
DEPARTMENT: The Apache Institute
REPORTS TO: President
EMPLOYMENT STATUS: Regular Full-Time (Exempt)
OPENED: December 2, 2024   **DEADLINE:** Open Until Filled

About the Institute: The Apache Institute's mission is to provide unbiased research, technical expertise, and learning opportunities that equip and empower the Apache people to become established in 2024. The Institute is emerging as a recognized and credible leader in the movement to transform Indigenous educational practice and as a go-to-source for reliable, objective, and timely information using Native Ways of Knowing. The Institute works at the intersection of Tribal cultural preservation and resilience supporting the San Carlos Apache College's ARROW Mission: Accountability, Respect, Resiliency, Openness and Wisdom and the Institute's mandate is to inspire and to equip Tribal people to make informed decisions that improve the lives of Apache people.

Position Summary: The Director will play a pivotal role in advancing the Apache Institute's strategy to support policy makers and educators who seek to help Tribal students access higher education, successfully pursue and attain a certificate or degree, and enter the workforce sustained by Apache cultural values. The Director will help promote and diversity funding, continuing to raise the Institute's profile through external communications and partnerships to

build a broader, more innovative portfolio of The Institute's programs and offerings.

Essential Responsibilities: Essential responsibilities and duties may include, but are not limited to the following:
- ✓ In accordance with the College's philosophy, code of ethics agreement, and code of conduct policies, employees are required to respect students and employees and act in a way that will bring respect and honor to our College at all times.
- ➢ Provide higher education subject matter expertise to The Apache Institute.
- ➢ Provide Apache cultural subject matter expertise to The Apache Institute.
- ➢ Supervise the development of agenda for international, national, and regional specific programming; identify and approve resource experts; ensure the quality of all related and developed materials.
- ➢ Maintain project schedules and timelines, delegating tasks, identifying dependencies, and driving awareness and crisp execution against major due dates.
- ➢ Supervisor and mentor direct report staff, including communicating clear expectations, setting performance objectives, establishing a supportive environment while emphasizing accountability, providing regular and timely constructive performance feedback, and leading documented semi-annual performance reviews.
- ➢ Build and maintain strong relationships with Apache Tribal educators nationally.
- ➢ Accept and complete any other task or duty as assigned.

Qualifications & Skills
- ✓ Commitment to San Carlos Apache College's mission and vision, alongside a passion for The Institute.
- ✓ Exceptional project management skills with a proven track record of moving complex projects from big ideas through to completion.
- ✓ Experience successfully executing large events.
- ✓ Ability to engage diverse audiences, including senior-level elected Tribal officials, both as a discussion moderator and in one-on-one conversation.
- ✓ Ability and willingness to both identify obstacles and build systems and structures to overcome them.
- ✓ A strong work ethic, with results-oriented philosophy and personal qualities of trustworthiness, openness, accessibility, kindness, flexibility, and a sense of humor.
- ✓ Ability to handle multiple assignments and meet deadlines.
- ✓ Ability to pay attention to accuracy and detail while thinking broadly.
- ✓ Ability to travel

Ideal Candidates Shall Demonstrate:
- ✓ Knowledge of Apache culture and language
- ✓ Resourcefulness and good judgement
- ✓ Leadership by example
- ✓ Integrity/ethics beyond reproach.
- ✓ Constant seeking to apply best practices.
- ✓ Willingness to work collaboratively and consider new ideas.

✓ Commitment to The Institute's mission, vision, financial stability, and success.

Education, Experience, & Requirements:
✓ Bachelor's degree is required; an advanced degree is preferred.
✓ In addition to meeting the basic requirements above, candidates must have a minimum of five (5) years' demonstrated program management experience and leadership.
✓ Ability to pass a pre-employment background check
✓ Ability to pass a pre-employment drug and alcohol test.

Work schedule
Work schedule: Normal work schedule is Monday-Friday 8:00 a.m. – 5:00 p.m.
Applicant may work beyond normal business hours to support college activities and may also be required to work weekends, evenings and holidays.

Compensation:
DOE

Benefits and Compensation
The San Carlos Apache Tribe offers competitive compensation and an attractive benefits package, including health, dental and vision in addition to a 401 (k) plan with an employer contribution policy.

How to Apply:
- All applicants must submit the following:
    - Complete San Carlos Apache College application for employment.
    - Resume
    - Two (2) letters of recommendation
    - Official Transcripts
  See Application Procedures (San Carlos Apache College Personnel Policies & Procedures Handbook, 2022, page 28) https://www.apachecollege.org/wp-content/uploads/2023/04/SCAC-Personnel-Handbook-Final.pdf
- Please email an employment application and required documents to Samantha Alvarez-Santi, Human Resources Manager at samantha.alvarez-santi@apachecollege.org or hr@apachecollege.org. Employment applications can be found on our San Carlos Apache College website at www.apachecollege.org.
- The San Carlos Apache College follows our Indian Preference Hiring Policy (San Carlos Apache College Personnel Policies & Procedures Handbook, 2022, page 9) https://www.apachecollege.org/wp-content/uploads/2023/04/SCAC-Personnel-Handbook-Final.pdf
- The San Carlos Apache College is an Equal Opportunity Employer