



Durena Thompson
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SAN CARLOS APACHE COLLEGE

HUMAN RESOURCES

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Job Posting- Re-Advertisement

Social and Behavioral Sciences Faculty

POSITION TITLE: Social and Behavioral Sciences Faculty

VACANCY ANNOUNCEMENT: #24-09

WORK LOCATION: San Carlos Apache College, Main Campus in San Carlos, AZ

DEPARTMENT: Academic Affairs

REPORTS TO: Vice President of Academic Affairs

EMPLOYMENT STATUS: Regular Full-Time (Exempt)

OPENED: December 5, 2024

DEADLINE: January 31, 2025

SUMMARY: As a Social and Behavioral Sciences Faculty member, under the direct supervision of the Vice President of Academic Affairs, the Social and Behavioral Sciences Faculty shall develop and teach a range course in social and behavioral sciences

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 leadership in the development of courses and sequences in the disciplines mentioned above.
- Willingness to develop and teach courses in a variety of formats as needed, including face-to-face, hybrid and online.
- The Social and Behavioral Sciences Faculty shall serve as a mentor for adjunct faculty members and will be required to demonstrate a commitment to student success and teaching excellence.

- Shall evaluate the performance of students and communicate with them in a timely manner; develop and revise syllabi as needed.
- Will be responsible for creating course plans to facilitate the achievement of course outcomes; keep accurate records and submit grades and other reports on time.
- The Social and Behavioral Sciences Faculty shall make recommendations regarding academic matters to the College's administration; establish and maintain contact with student advisees; and participate in community outreach and student recruitment.
- The Social and Behavioral Sciences Faculty shall also hold regular office hours that accommodate student needs as necessary.
- Participate on academic and other institutional committees; participate in the ongoing assessment of courses and programs and in college-wide student success initiatives.
- The Social and Behavioral Sciences Faculty will be responsible for demonstrating positive and professional relationships with students, staff, and colleagues.
- Actively contribute to the development and carrying-out of orientation and other required institutional meetings.
- Responsibilities may include grant writing/management.
- Shall perform other duties as assigned.

Qualifications & Skills

- Knowledge of subject matter for teaching a wide range of Social and Behavioral Sciences courses.
- Knowledge of pedagogy for effective teaching in a tribal college setting.
- Knowledge of program and course design.
- Knowledge of student success strategies in community college settings.
- Knowledge of Native American communities, cultural diversity.
- Ability to communicate compassion and empathy for students.
- Ability to design curriculum for future program offerings.
- Ability to plan, organize and prepare required reports.
- Ability to maintain professionalism and a strict standard of confidentiality.
- Ability to create a welcoming and safe environment for all students.
- Ability to relate to the San Carlos Apache history and culture as it relates to family and community.
- Ability to communicate effectively both orally and in writing.
- Ability to interpret a variety of instructions/documents, furnished in written, oral, diagram or schedule form.

Work schedule

Work schedule may consist of working beyond normal business hours to support college activities and may also be required to work weekends, evenings and holidays.

Education, Experience, & Requirements:

- ✓ Successful completion of a course of study in accredited college or university leading to a Master's Degree or higher degree that included a major field of study

in Social and Behavioral Sciences (e.g., psychology, sociology, history, political science) NOTE: Applicant must submit a copy of all college transcripts and/or degree to meet positive education requirements.

- ✓ In addition to meeting the basic requirements above, candidates must have had three (3) years of specialized experience. ***Specialized experience is experience in college teaching.***
- ✓ Applicant must sign faculty contract with the Apache College (9-month contract for school year with possible additional summer teaching opportunities).
 - Driver's license required.
 - Ability to pass a pre-employment background check
 - Ability to pass a pre-employment drug and alcohol test

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