Durena Thompson	Linda Sue Warner, Ph.D.
Board of Regents Chair	College President

SAN CARLOS APACHE COLLEGE
HUMAN RESOURCES
1 San Carlos Ave., Bldg. 3

P.O. Box 344

San Carlos, Arizona 85550 (928) 475-2016 ❖ Fax (928) 475-2018

Job Posting

Business Administration Faculty

POSITION TITLE: Business Administration Faculty
VACANCY ANNOUNCEMENT: #25-04
WORK LOCATION: San Carlos Apache College, Main Campus in San Carlos, AZ
DEPARTMENT: Academic Affairs
REPORTS TO: Executive Vice President and Provost
EMPLOYMENT STATUS Regular Full-Time (Exempt)
RE-OPENED: January 27, 2025   **DEADLINE:** Open Until Filled

SUMMARY: As a Business Administration faculty member under the direct supervision of the Executive Vice President and Provost, the faculty member shall develop and teach a range of courses in business, and participate fully in the academic work of the institution.

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.
- 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.
- Make recommendations regarding academic matters to the College administration
- Establish and maintain contact with student advisees.
- Participate in community outreach and student recruitment events.
- Hold regular office hours that accommodate student needs.
- Participate on academic and other institutional committees.
- Participate in the ongoing assessment of student learning at the course, program, and institutional level and with student success initiatives.
- Demonstrate 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 business 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 and 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 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; faculty may also be required to work weekends, evenings and holidays.

Education, Experience, & Requirements:
- ✓ Successful completion of a course of study from an accredited college or university leading to a Master's degree or higher that included a major field of study in business or a closely related field. Note: Applicant must submit a copy of all college transcripts and/or degree
- ✓ In addition to meeting the basic requirements above, candidates must have had three years of specialized experience in college teaching
- ✓ Applicant must sign faculty contract with the Apache College (10-month contract for school year with possible additional summer teaching opportunities for additional compensation).

- ✓ Applicant must submit a cover letter, resume, two (2) letters of recommendation dated within the last two years, and copies of college transcripts for full consideration. NOTE: Applicant must submit a copy with application.
- ✓ 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:
  - o Complete San Carlos Apache College application for employment.
  - o Resume
  - o Two (2) letters of recommendation dated within the last two years.
  - o 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