



Durena Thompson  
Board of Regents Chair

Linda Sue Warner, Ph.D.  
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 (Revised)***

### **Special Projects Manager**

**POSITION TITLE:** Special Projects Manager

**VACANCY ANNOUNCEMENT:** #25-02

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

**DEPARTMENT:** Student Affairs

**REPORTS TO:** Vice President of Student Affairs

**EMPLOYMENT STATUS:** Regular Full-Time (Exempt)

**OPENED:** February 18, 2025

**DEADLINE:** Open Until Filled

**Position Summary:** The Special Projects Manager to Student Affairs is a crucial role that provides comprehensive support to the Vice President of Student Affairs, ensuring smooth daily operations and efficient management of the office. This role encompasses a wide range of responsibilities, from managing schedules and communications to coordinating events and handling confidential information.

**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.
- Schedules appointments and maintains calendar for the VP of Student Affairs; prepares conference registration forms; makes arrangements for the VP of Student Affairs and others in the Student Affairs office as needed or requested; coordinates arrangements for business and social functions of the VP of Student Affairs and staff.

- Sets up and maintains departmental hard copy or computerized files; determines appropriate methods for storing and retrieving information for record keeping and reporting; collects, complies, or tabulates information required for the Student Affairs department.
- Schedule meetings as requested; coordinates details, notifies attendees, types and/or prepares and distributes meeting materials, and when requested attends meetings to transcribe minutes, prepares meeting and agenda packets.
- Edits documents, communicates college information to employees and the public.
- Updates phone call assignments and contacts information for emergency college closures.
- Prepares outgoing mail and sorts and distributes incoming mail and takes messages for the VP of Student Affairs and other members of the Student Affairs department as needed.
- Conducts research, composes original correspondence, prepares letters, memos, reports, forms, charts, or other documents from oral instructions or notes.
- Other duties as assigned including high level and complex administrative support assignments for the VP of Student Affairs and various forms of special assistance to College staff, faculty, and VP of Student Affairs

### **Qualifications & Skills**

- ✓ Outgoing, friendly, and people-oriented skills are required.
- ✓ Positive energy and patience required.
- ✓ Excellent verbal communication and public speaking skills are required.
- ✓ Ability to successfully work with a diverse student population and colleagues.
- ✓ Decision making ability required.
- ✓ Initiative and ability to work independently.
- ✓ Listening and interpersonal skills.
- ✓ Ability to maintain professionalism and a strict standard of confidentiality.
- ✓ Ability to relate to the San Carlos Apache history and culture as it relates to family and community.

### **Education, Experience, & Requirements:**

- ✓ Associates degree in Business Administration or closely related field is required. ***NOTE: Applicant must submit a copy of official college transcripts to meet positive education requirements.***
- ✓ In addition to meeting the basic requirements above, candidates must have a minimum of three (3) years of related experience.
- ✓ Driver's license is required.
- ✓ 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:**

Associate's Degree: \$41,600 - \$45,000

Bachelor's Degree: \$52,000 - \$55,000

**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 dated within the last two years.
  - 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](mailto:samantha.alvarez-santi@apachecollege.org) or [hr@apachecollege.org](mailto:hr@apachecollege.org). Employment applications can be found on our San Carlos Apache College website at [www.apachecollege.org](http://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