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Board of Regents Chair

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SAN CARLOS APACHE COLLEGE
HUMAN RESOURCES

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Job Posting

Vice President of Student Affairs

POSITION TITLE: Vice President of Student Services

VACANCY ANNOUNCEMENT: #25-05

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

DEPARTMENT: Student Services Affairs

REPORTS TO: President

EMPLOYMENT STATUS: Regular Full-Time (Exempt)

OPENED: January 13, 2025

DEADLINE: Open Until Filled

SUMMARY: The Vice President of Student Services has overall responsibilities for the development, continuous enhancement, and supervision of the comprehensive array of student services programs, services, and personnel. The Student Services Affairs is responsible for providing overall leadership for institutional functions and services that ensure student success, especially regarding the admissions process, registration, records, counseling and advising, career planning and placement recruitment and retention, financial aid, student advocacy and government, student discipline, student health and safety, cultural activities, sports, graduation and transfer success and support for students with disabilities and other special needs.

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.

- Oversee all Student Services functions of the College to include the following: career planning and placement, admissions, student records, registration, recruitment, retention, graduation, student government, student clubs, cultural activities, sports, student discipline, financial aid, transfer success, student health and safety, tutoring and other functions seen by Student Services.
- Collaborate with the community staff, families, and public in developing and implementing service and programs.
- Develop and implement student services policies, procedures, and practices which foster and promote student learning and success while supporting the academic programs and faculty of the College
- Prepare and oversee actual and projected budgets to grow and continuously enhance the institution's student affairs functions, services, and activities;
- Pursue and manage grants that support student services and other projects
- Make all the preparations required for the independent conduct of annual audits reporting for Student Services function.
- Monitor all function priorities of all student services monthly reports.
- Perform quarterly monthly reports to provide by student service team reports.
- Prepare various student services reports for the College's Cabinet team and Board of Regents.
- Plans, implements and evaluates educational programming in order to ensure continuous program improvement for the benefits of all students
- Provide direction, coordination, and guidance to the Student Services functions and outside services as needed.
- Organize and conduct training opportunities for student service staff.
- Supervise Student Affairs staff.
- Perform other duties as assigned.

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 plan, organize and prepare required student service and annual reports.
- ✓ Ability to lead and supervise effectively.
- ✓ Ability to maintain professionalism and a strict standard of confidentiality.
- ✓ Ability to create a welcoming and safe environment for all employees and students.
- ✓ Ability to relate to the San Carlos Apache history and culture as it relates to family and community.

Education, Experience, & Requirements:

- ✓ Successful completion of a Doctorate degree in related field is required (*NOTE: Applicant must submit a copy of all college transcripts to meet positive education requirements*).
- ✓ In addition to meeting the basic requirements above, candidates must have five (5) years of related experience including three (3) years of supervisory experience.
- ✓ Applicant must submit a cover letter, resume, and two (2) letters of recommendation dated within the last two (2) years.
- ✓ Driver's license 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: 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 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 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