



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
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Job Posting

Computer Information Systems Faculty

POSITION TITLE: Computer Information Systems Faculty

VACANCY ANNOUNCEMENT: #25-06

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: February 21, 2025

DEADLINE: Open Until Filled

SUMMARY: As the Computer Information System 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 computer information systems, 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 and maintenance of degree programs in Computer Information Systems
- Shall have the willingness to develop and teach courses in a variety of formats as needed, including face-to-face, hybrid, and online.
- Shall serve as a mentor for adjunct faculty members and will be required to demonstrate a commitment to student success and teaching excellence.
- Evaluate the performance of students and communicate with them in a timely manner.

- Keep accurate records and submit grades and other reports on time, develop and update syllabi as needed.
- Responsible for creating course plans to facilitate the achievement of course outcomes.
- Perform the work outlined in the ANA “Pathways to STEM Careers for the San Carlos Apache Tribe” objective work plan.
- 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.
- Be responsible for grant management, new program development, etc.
- Participates in the ongoing assessment of courses and programs and in college-wide student success initiatives.
- Actively contribute to the development and carrying-out of orientation and other required institutional meetings.
- Other duties as assigned.

Qualifications & Skills

- Knowledge of subject matter for teaching a wide range of CIS 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 Computer Information Systems, Information Technology Management, or a closely related field. ***Note: Applicant must submit a copy of college transcripts to meet positive education requirements.***
- ✓ 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:
 - 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