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SAN CARLOS APACHE COLLEGE
HUMAN RESOURCES

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Job Posting- Revised 3/10/2025

Special Projects Manager

POSITION TITLE: Special Projects Manager

VACANCY ANNOUNCEMENT: #25-03

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

DEPARTMENT: Apache Institute

REPORTS TO: Director of the Apache Institute

EMPLOYMENT STATUS: Regular Full-Time (Exempt)

OPENED: February 18, 2025

DEADLINE: Open Until Filled

Position Summary: The Special Projects Manager to the Apache Institute is a crucial role that provides comprehensive support to the Director of the Apache Institute, 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 Director; prepares conference registration forms; makes arrangements for the Director others within the Institute as needed or requested; coordinates arrangements for business and social functions of the Director as necessary.

- 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 Institute.
- 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 Director and other members of the Institute 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 Director and various forms of special assistance to the Institute and College as requested.

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 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 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