



Durena Thompson
Board of Regents Chair

Linda Sue Warner, Ph.D.
College President

**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: #25-01

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

DEPARTMENT: Office of the President

REPORTS TO: President

EMPLOYMENT STATUS: Regular Full-Time (Exempt)

OPENED: February 18, 2025

DEADLINE: Open Until Filled

Position Summary: The Special Projects Manager to the Office of the President is a crucial role that provides comprehensive support to the President and the President's Cabinet, 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 College President; prepares conference registration forms; makes arrangements for President, board members, and others in President's office as needed or requested; coordinates arrangements for business and social functions of the President and the Board of Regents.

- 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 President's office and Board of Regents.
- 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 President and other members of the Office of the President 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 President and various forms of special assistance to College staff and the Board of Regents as assigned by the President.

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
 - 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