

# SAN CARLOS APACHE TRIBE

HUMAN RESOURCES DEPARTMENT  
P.O. Box 0  
San Carlos, Arizona 85550  
(928) 475-1760 ❖ Fax (928) 475-2296

Terry Rambler  
Tribal Chairman



Tao Etpison  
Tribal Vice-Chairman

## JOB VACANCY

VACANCY ANNOUNCEMENT NO.	OPENING DATE	CLOSING DATE
#21-045	February 3, 2021	Open Until Filled
POSITION TITLE AND DEPARTMENT	SALARY	
<b>Library Tutor (2)</b> San Carlos Apache College	\$15.00 Per Hour	

APPLICATIONS ARE AVAILABLE AT THE TRIBAL HUMAN RESOURCES OFFICE  
(Applications must be received in the Human Resources Office by close of business on the closing date)

### CONDITIONS OF EMPLOYMENT:

- Two (2) Regular Part-Time position. (non-exempt) (Not to exceed 20 Hours per week.) (Grant funded position; Continued employment dependent on contract/grant.)
- Applicant must be eighteen (18) years of age or older.
- Applicant must have a valid driver's license.
- Applicant must submit two (2) letters of recommendation. **NOTE: Applicant must submit a copy with application to be considered.**
- Work Schedule Requirements: Applicant may work beyond normal business hours to support college activities and may also be required to work weekends, evenings, and holidays.
- Applicant will be subject to a Federal, State, County, Local and Tribal background check. **Note: Applicants must meet this requirement by completing Item No. 15, on the Application for Employment.**
- Applicant must complete a "Child Care & Indian Child Care Worker Position" form to determine your suitability for tribal employment, to authorize a background investigation, and to certify the accuracy of all information in your application. Under P.L. 101-630 Indian Child Protection Act, anyone who answers in the affirmative will be found ineligible and unsuitable for employment with the San Carlos Apache Tribe. **If you make a false statement in any part of your application, you may not be hired or you may be terminated after you begin work.**
- In accordance with the San Carlos Apache Tribe Drug and Alcohol Policy, all potential employees will be tested for the presence of controlled substances as part of the pre-employment selection process. Applicants who fail to pass the drug test will be ineligible for employment and may not reapply for twelve (12) months thereafter. This policy has been adopted to provide drug-free work sites and to prohibit working while under the influence of alcohol.

### DUTIES AND RESPONSIBILITIES:

As a Library Tutor, under the direct supervision of the Director of Student Services, the Library Tutor is responsible for leading one-on-one or small group lessons that cater to the needs and goals of their students. Shall assist with library operations by helping to develop educational presentations, workshops and activities in consultation with library and college staff. Shall establish drop-in tutoring hours to support individuals in maximizing their learning potential. Provide tutoring in subjects in a variety of disciplines to include but not limited to: simulations of classroom activities and providing review sessions. Responsible for assisting with and delivering workshops to library patrons. The Library Tutor shall serve as an advocate in the community for life-long learning. Shall aid library patrons with homework and supplemental instruction including instruction utilizing the online library resources. Tutor library patrons individually and as a group (walk-ins, appointment, and/or online). Proof read papers per student request. Provide coverage for the library circulation desk as necessary. Shall

assist with Chat with library online service and assist with creating online subject matter resources for students. Also shall create and maintain instructional handouts on how to use key library resources including copyright and plagiarism. Perform other duties as assigned.

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## QUALIFICATION REQUIREMENTS:

### Basic Requirements:

Successful completion of a course of study in an accredited two (2) year college that led to an AA/AAS degree in Liberal Arts, Education, Business or closely related field. **NOTE: Applicant must submit a copy of all college transcripts and/or degree to meet positive education requirements.**

In addition to meeting the basic requirements above, candidates must have had one year of specialized experience.

Specialized experience is experience in tutoring, public library, clerical work, or in a job related field. **Examples of the type of experience that will be credited are shown above under "Duties and Responsibilities".**

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**EVALUATION METHOD AND RANKING FACTORS:** Evaluation will be made of the extent to which experience, education, training, self-development, and/or awards demonstrate that basically qualified candidates possess the Ranking Factors-Knowledge, Skills and Abilities (KSA) described below.

1. Knowledge of general office support practices and procedures.
2. Knowledge of file maintenance and record keeping practices and procedures.
3. Knowledge of customer service/public relations practices and procedures.
4. Knowledge of office equipment operations which include computers, printer, copy machine, scanner, etc.
5. Knowledge of Power Point, Excel and other computer programs utilized in database and word processing.
6. Knowledge of Tribal, State, and Federal regulations, operations, and functions as they relate to a College.
7. Ability to communicate effectively both orally and in writing.
8. Ability to work independently and as a member of a team.
9. Ability to establish and maintain an effective working relationship with co-workers and the general public.
10. Ability to prioritize and handle multiple tasks.
11. Ability to be detail-oriented with strong organization skills.
12. Ability to have strong decision making skills.
13. Ability to maintain professionalism and a strict standard of confidentiality.
14. Ability to create a welcoming and safe environment for all students.
15. Ability to plan, organize and prepare required reports.
16. Ability to relate to the San Carlos Apache history and culture as it relates to family and community.
17. Ability to communicate effectively in the Apache language.

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## OTHER IMPORTANT INFORMATION:

- Persons who submit incomplete applications will be given credit only for the information they provide and may not, therefore, receive full credit for their veteran preference determination, Indian preference, education, training and/or experience.
- All material submitted for consideration under this announcement becomes the property of the Human Resources Office and is subject to verification. Therefore, careful attention should be given to the information provided. Fraudulent statements or any form of misrepresentation in the application process could result in loss of consideration for this position and/or a determination of unsuitability for tribal employment.
- Additional or alternate selections may be made from the eligibility list within 30 days from the date the selection list was issued. The positions to be filled must have the same title and have the same qualification requirements. However, if there are no Indian preference candidates left on the certificate, the vacancy must be re-announced.
- **INDIAN PREFERENCE:** It is the goal of the San Carlos Apache Tribe to employ as many tribal members as possible in tribal positions. Therefore, all other qualifications being equal, tribal members will receive hiring preference over other Indian Preference eligible and non-Indian Preference eligible. Preference for employment will be granted to qualified individuals, in the following order:
  1. Enrolled member of the San Carlos Apache Tribe with Veteran's Preference
  2. Enrolled member of the San Carlos Apache Tribe
  3. Native American spouse of an enrolled tribal member or Native American parent of enrolled tribal member
  4. Other Native American
  5. Non-Indian spouse or Non-Indian parent of enrolled tribal member
  6. Non-Indian

It is also the goal of the San Carlos Apache Tribe to provide the best services possible to tribal members. In furthering the Tribe's efforts to insure retention of tribal members and to provide job opportunities to tribal members, non-tribal member employees upon hiring shall, as part of the hiring agreement, agree to provide training and development to tribal members to allow them to become qualified for jobs which non-tribal member employees hold. The Indian Preference policy applies to hiring, placement, and promotion, transfer or lay off, treatment during employment, and selection for training.

- **VETERANS PREFERENCE AND INDIAN PREFERENCE:** Preference in filling vacancies may be given to honorably discharged veterans who are enrolled members of the San Carlos Apache Tribe.
- **EQUAL EMPLOYMENT OPPORTUNITY:** Except for Indian preference, consideration will be given without regard to any non-merit factor such as race, color, religion, sex, national origin, partisan politics, physical or mental handicap, marital status, age, membership or non-membership in any employee organization, or sexual orientation.

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## HUMAN RESOURCES OFFICE CLEARANCE:

/s/Timecah Cosen  
Human Resources Assistant

February 3, 2021  
Date