

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
#22-042	November 9, 2021	Open Until Filled
POSITION TITLE AND DEPARTMENT		SALARY
Business Administration Faculty San Carlos Apache College		DOE

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:

- In accordance with the San Carlos Apache Tribe Resolution No. AU-21-121, all potential employees must show proof of COVID-19 vaccination for it is mandatory for all Tribal employees to have the vaccine as a condition of employment. All employees who opt-out or otherwise have no proof of vaccination shall be subject to bi-weekly testing for COVID-19 (must provide letter or doctor's excuse when applying to opt-out of receiving vaccination).
- Regular Full Time Seasonal position. (Exempt)
- Applicant must sign faculty contract with the Apache College (9-month contract for school year, may include summer session contract).
- Applicant must submit a cover letter, resume, two (2) letter of recommendation, and copies of college transcripts for full consideration. **NOTE: Applicant must submit a copy with application.**
- Work schedule: Applicant shall work semester schedules, which may include summer session courses. Course schedule times may include daytime, evening and weekend hours.
- 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 Business Administration Faculty under the supervision of the Vice President of Academic Affairs, the Business Administration Faculty shall teach a range of business courses, as well as other courses as assigned, in his/her credentialed area. The Business Administration Faculty shall teach courses in a variety of formats such as teaching in-classroom (face-to-face), hybrid and online. Shall serve as a mentor for adjunct faculty members. Will demonstrate a commitment to student success and teaching excellence. Shall evaluate students' performance and communicate with students in a timely manner. Shall develop and revise syllabi as needed. Must create course plans to facilitate the achievement of course outcomes. Will keep accurate

records and submit grades and other reports on time. Shall make recommendations regarding academic matters to the College's administration. Must establish and maintain contact with student advisees. Shall participate in community outreach and recruitment as required. Shall be open to accommodate students' needs by holding regular business office hours. Will be expected to participate on academic and other institutional committees. Shall participate in the ongoing assessment of courses, programs and college wide student success initiatives. Shall demonstrate positive and professional relationships with students, staff and colleagues. Will also attend orientation and other required institutional meetings. May assist in other aspects of department responsibilities, such as grant management, new development, etc. Shall perform other duties as assigned.

QUALIFICATION REQUIREMENTS:

Basic Requirements:

Successful completion of a full course of study in accredited college or university that led to a Master's degree or higher degree that includes a major field of study in Business Administration, Management, and Marketing or a closely related field. **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 had three (3) years of specialized experience.

Specialized experience is experience in teaching college level classes in the business field or in a job related field. **Examples of the type of experience that will be credited are shown above under "Duties and Responsibilities".**

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 subject matter for teaching a wide range of business administration courses.
2. Knowledge of pedagogy for effective teaching in a tribal college setting.
3. Knowledge of program and course design and implementation processes.
4. Knowledge of student success strategies in community college settings.
5. Knowledge of student and faculty advisement.
6. Ability to maintain track record of outstanding teaching based on student evaluations.
7. Ability to design curriculum for future program offerings.
8. Ability to communicate effectively with students, faculty, staff, and administration.
9. Ability to plan, organize and prepare required reports.
10. Ability to maintain professionalism and a strict standard of confidentiality.
11. Ability to multi-task with attention to detail.
12. Ability to create a welcoming and safe environment for all students.
13. Ability to relate to the San Carlos Apache history and culture as it relates to family and community.

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.

HUMAN RESOURCES OFFICE CLEARANCE:

/s/Johanna Nosie
Human Resources Specialist

November 9, 2021
Date
