

Roberta Patten  
Board of Regents Chair



Dr. Martin Ahumada  
College President

## SAN CARLOS APACHE COLLEGE

HUMAN RESOURCES  
1 San Carlos Ave., Bldg. 3  
P.O. Box 344  
San Carlos, Arizona 85550  
(928) 475-2016 ♦ Fax (928) 475-2018

### Job Posting

#### Human Resource Manager

**POSITION TITLE:** Human Resource Manager **Vacancy Announcement No.:** #23-11

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

**DEPARTMENT:** Business Affairs

**REPORTS TO:** Director of Business Affairs

**DEADLINE:** **Open Until Filled (Opened 1/25/2023)**

**Essential Responsibilities:** Essential responsibilities and duties may include, but are not limited to the following:

Work involves the application of professional knowledge and sound judgement, discretion and practices to a variety of technical personnel and managerial problems and issues.

Ensures compliance of applicable Tribal, State, and Federal laws and regulations related to confidentiality, integrity, and accountability

Works collaboratively with supervisors and vice presidents to implement policies and procedures related to academic credentialing, professional development, staffing needs, contracts, and related personnel processes and procedures

Manages the development and implementation of human resources program goals, objectives, policies and priorities for each function

Meets with employees and their supervisors to identify and resolve problems.

Coordinates the College's events such as the Annual Employee Recognition or training for employees

Responsible for conducting salary surveys within prevailing areas to determine competitive salary rates. Analyzes salary surveys and data to determine competitive compensation plan. Responsible for employees' records and transactions pertaining to hires, promotions, transfers, performance evaluations, and terminations.

Administers the Human Resource programs, policies and procedures to include negotiations and resolutions of sensitive and controversial issues resulting from grievance actions.

Oversees employee benefit program by directing and overseeing the health insurance and life insurance plans, FMLA, HIPPA, COBRA, and FERPA. Analyzes existing benefit policies of the organization and prevailing practices among similar organizations to establish competitive benefit programs. Serves as HIPPA and FERPA privacy officer and ADA coordinator.

Conducts internal investigations, recommends, viable resolutions to managers and supervisors to resolve disputes or complaints

Other duties as assigned 5%

**Qualifications:**

Excellent verbal communication and public speaking skills are required

Decision-making ability required

Initiative and ability to work independently

Strong written and verbal communication skills

Listening and interpersonal skills

**Education, Experience, & Licensing Requirements:**

Bachelor's Degree in Human Resource Management, public relations, business Administration or closely related field.

Must have at least three (1) year of in-depth experience in human resources, i.e., position classification, compensation, recruitment and selection, employee relations, in a similar or comparable organization.

***NOTE: Applicant must submit a copy of all college transcripts to meet positive education requirements.***

Knowledge, experience, and comfort working in higher education or an academic environment

Ability to provide outstanding quality customer service and support to SCAC and all stakeholders

Driver's license required.

Ability to pass a pre-employment background check

Ability to pass a pre-employment drug and alcohol test

**Compensation:**

☐ 50,000.00-60,000.00 annually

**How to Apply:**

Email your application, resume, cover letter, and supporting documents to [hr@apachecollege.org](mailto:hr@apachecollege.org)

Chris Lyn Phillips, Human Resource Officer

- The San Carlos Apache College follows our Native Hiring Preference Policy
- The San Carlos Apache College is an Equal Opportunity Employer