

Roberta Patten
Board of Regents Chair



Dr. Martin Ahumada
College President

SAN CARLOS APACHE COLLEGE

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

Position Description

Math Faculty

POSITION TITLE:	Math Faculty	Vacancy Announcement No. #23-14
WORK LOCATION:	San Carlos Apache College, Main Campus in San Carlos, AZ	
DEPARTMENT:	Academics	
REPORTS TO:	Provost	
DEADLINE:	Open Until Filled (Opened 2/15/2023)	
Essential Responsibilities:	Essential responsibilities and duties may include, but are not limited to the following:	

- Math Faculty shall develop and teach a range course in mathematics and statistics.
- Provide leadership in the development of courses and sequences in the disciplines mentioned above. Willingness to develop and teach courses in a variety of formats as needed, including face-to-face, hybrid and online
- The Math Faculty shall serve as a mentor for adjunct faculty members and will be required to demonstrate to commitment to student success and teaching excellence.
- Shall evaluate the performance of students and communicate with them in a timely manner; develop and revise syllabi as needed.
- Will be responsible for creating course plans to facilitate the achievement of course outcomes; keep accurate records and submit grades and other reports on time.
- The Math Faculty shall make recommendations regarding academic matters to the College's administration; establish and maintain contact with student advisees; and participate in community outreach and student recruitment.
- The Math Faculty shall also hold regular office hours that accommodate student needs as necessary. Participate on academic and other institutional committees; participate in the ongoing assessment of courses and programs and in college-wide student success initiatives.
- The Math Faculty will be responsible for demonstrating positive and professional relationships with students, staff, and colleagues. Actively contribute to development and carrying-out of orientation and other required institutional meetings.

- Responsibilities may include grant writing/management
- Other duties as assigned

Qualifications:

- Outgoing, friendly, people-oriented skills are required
- Positive energy required
- Excellent verbal communication and public speaking skills are required
- Ability to successfully work with a diverse student population
- Decision-making ability required
- Internally motivated with strong persuasion abilities
- Initiative and ability to work independently
- Strong written and verbal communication skills
- Listening and interpersonal skills
- Excellent customer service

Education, Experience, & Licensing Requirements:

- Successful completion of a course of study in accredited college or university leading to a Master's Degree or higher degree that included a major field of study in Math, Statistics 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 or in a job related field.

- 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:

- DOE

How to Apply:

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

- Email application, resume, and cover letter to hr@apachecollege.org
- Human Resource Officer