



## SAN CARLOS APACHE COLLEGE

### Position Description

#### English Faculty

**POSITION TITLE:** English Faculty **Vacancy Announcement No. #23-01**

**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:

- Develop and teach a range of courses in composition, literature, and the humanities, and developmental education
- Provide leadership in the development of the Liberal Arts program and 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 English faculty shall serve as a mentor for adjunct faculty members and will be required to demonstrate a commitment to student success and teaching excellence
- Shall evaluate the performance of students and communicate with them on time, develop and revise syllabi as needed
- Responsible for creating course plans to facilitate the achievement of course outcomes, keep accurate records and submit grades and other reports on time
- Make recommendations regarding academic matters to college administration, establish and maintain contact with student advisees and participate in community outreach and student recruitment
- Shall hold regular office hours that accommodate students' needs as necessary
- Participate on academic and other institutional committees, participate in ongoing assessment of courses and programs, and college-wide student success initiatives
- Actively contribute to the development and carrying-out of orientation and other required institutional meetings
- 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 study in accredited college or university leading to a Master's Degree or higher degree that included a major field of study in English, Rhetoric, and Composition, Creative Writing, or closely related field. In addition to meeting the basic requirements above, candidates must have had (3) three years of specialized experience outlined in "Essential Responsibilities"
- 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

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

Chris Lyn Phillips, Human Resource Officer

**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