

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

Administrative Assistant to the President

POSITION TITLE: Administrative Assistant to the President

Vacancy Announcement No. #23-13

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

DEPARTMENT: Office of the President

REPORTS TO: President

DEADLINE: **Open Until Filled (Opened 2/23/2023)**

Essential Responsibilities: Essential responsibilities and duties may include, but are not limited

to the following:

Schedules appointments and maintains calendar for the college president; prepares conference registration forms; makes travel arrangements for president, board members, and others in president's office as needed or requested; coordinates arrangements for business and social functions of the president and the board of trustees

Sets up and maintains departmental hard copy or computerized files; determines appropriate methods for storing and retrieving information for record keeping and reporting; collects, compiles, or tabulates information required for the president's office and board of trustees.

Diagnose, repair and test computer problems to restore functionality; use diagnostic tools to assess or monitor computer systems and printers; manage security options on client systems and report attacks; troubleshoot systems failures or bugs and provide solutions

Schedules meetings as requested; coordinates details, notifies attendees, types and/or prepares and distributes meeting materials, and, when requested, attends meetings to take and transcribe minutes.

Edits documents, communicates college information to employees and the public.

prepares agenda and meeting packets; attends meetings to take and transcribe minutes; maintains and updates the minutes book

Updates phone call assignments and contact information for emergency college closings

Prepares outgoing mail and sorts and distributes incoming mail and takes messages for the president and other members of the president's suite as needed.
Conducts research, composes original correspondence; prepares letters, memos, reports, forms, charts, or other documents from oral instructions or notes.
Other duties as assigned, including high-level and complex administrative support assignments for the President-and various forms of special assistance to the College staff and the Board of Regents-as assigned by the President

Qualifications:

Outgoing, friendly, people-oriented skills are required
Positive energy and patience required
Excellent verbal communication and public speaking skills are required
Ability to successfully work with a diverse student population and colleagues
Decision-making ability required
Initiative and ability to work independently
Listening and interpersonal skills

Education, Experience, & Licensing Requirements:

- Successful completion of a course of study in an accredited two (2) year college that led to an AA/AAS degree in Business Administration or closely related field. **NOTE: Applicant must submit a copy of all college transcripts or degree to meet positive education requirements.**
In addition to meeting the basic education, experience, and licensing requirements, candidates must have had one (3) three years of specialized experience.

Specialized experience in office management, administration in a college setting or in a job-related field. *Examples of the type of experience that will be credited are shown under "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

Compensation:

How to Apply:

DOE

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

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