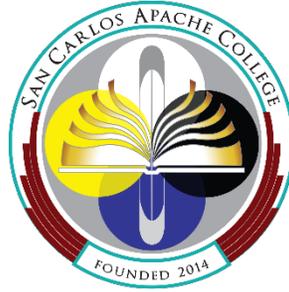


Roberta Patten  
Board of Regents Chair



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

#### Math Faculty

<b>POSITION TITLE:</b>	Math Faculty <b>Vacancy Announcement No. #23-10</b>
<b>WORK LOCATION:</b>	San Carlos Apache College, Main Campus in San Carlos,
<b>AZ DEPARTMENT:</b>	Academic Affairs
<b>REPORTS TO:</b>	Vice President of Academic Affairs
<b>EMPLOYMENT STATUS:</b>	Regular Full-Time Position (Exempt)
<b>DEADLINE:</b> Open Until Filled	<b>Opened:</b> June 29, 2023

#### Conditions of Employment:

- Applicant must sign faculty contract with the Apache College (9-month contract for school year with possible additional summer teaching opportunities).
- 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: Work schedule may consist of working beyond normal business hours to support college activities and may also be required to work weekends, evenings and holidays.
- Applicant will be subject to and pass a Federal, State, County and Tribal Background Check.

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

- 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 a 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.
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- 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 the development and carrying-out of orientation and other required institutional meetings.
- Responsibilities may include grant writing/management. Shall perform other duties as assigned.

**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.
- In addition to meeting the basic requirements above, candidates must have had three (3) years of specialized experience. Specialized experience is experience in college teaching. *Examples of the type of experience that will be credited are shown above under “Duties and 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.

**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 Math courses.
2. Knowledge of pedagogy for effective teaching in a tribal college setting.
3. Knowledge of program and course design.
4. Knowledge of student success strategies in community college settings.
5. Knowledge of Native American communities, cultural diversity.
6. Ability to communicate compassion and empathy for students.
7. Ability to design curriculum for future program offerings.
8. Ability to plan, organize and prepare required reports.
9. Ability to maintain professionalism and a strict standard of confidentiality.
10. Ability to create a welcoming and safe environment for all students.
11. Ability to relate to the San Carlos Apache history and culture as it relates to family and community.
12. Ability to communicate effectively both orally and in writing.

13. Ability to interpret a variety of instructions/documents, furnished in written, oral, diagram or schedule form.

**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 your application, resume, and cover letter to [hr@apachecollege.org](mailto:hr@apachecollege.org)
- Samantha Goseyun, Human Resources Manager