

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***

### **Business Administration Faculty**

**POSITION TITLE:** Business Administration Faculty

**VACANCY ANNOUNCEMENT:** #23-021

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

**DEPARTMENT:** Academic Affairs

**REPORTS TO:** Executive Vice President and Provost

**EMPLOYMENT STATUS** Regular Full-Time (Exempt)

**OPENED:** 10/26/2023

**DEADLINE:** Open Until Filled

**SUMMARY:** As a Business Administration faculty member under the direct supervision of the Executive Vice President and Provost, the faculty member shall develop and teach a range of courses in business, and participate fully in the academic work of the institution.

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

- 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.
- 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
- 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
- Make recommendations regarding academic matters to the College administration
- Establish and maintain contact with student advisees
- Participate in community outreach and student recruitment events
- Hold regular office hours that accommodate student needs
- Participate on academic and other institutional committees

- Participate in the ongoing assessment of student learning at the course, program, and institutional level and with student success initiatives
- Demonstrate 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.

### **Qualifications & Skills**

- Knowledge of subject matter for teaching a wide range of business courses
- Knowledge of pedagogy for effective teaching in a tribal college setting
- Knowledge of program and course design
- Knowledge of student success strategies in community college settings
- Knowledge of Native American communities and cultural diversity
- Ability to communicate compassion and empathy for students
- Ability to design curriculum for future program offerings
- Ability to plan, organize and prepare required reports
- Ability to maintain professionalism and a strict standard of confidentiality
- Ability to create a welcoming and safe environment for all students
- Ability to relate to San Carlos Apache history and culture as it relates to family and community
- Ability to communicate effectively both orally and in writing
- Ability to interpret a variety of instructions/documents furnished in written, oral, diagram or schedule form

### **Work Schedule**

Work schedule may consist of working beyond normal business hours to support college activities; faculty may also be required to work weekends, evenings and holidays.

### **Education, Experience, & Requirements:**

- ✓ Successful completion of a course of study from an accredited college or university leading to a Master's degree or higher that included a major field of study in business or a closely related field. Note: Applicant must submit a copy of all college transcripts and/or degree
- ✓ In addition to meeting the basic requirements above, candidates must have had three years of specialized experience in college teaching
- ✓ Applicant must sign faculty contract with the Apache College (10 month contract for school year with possible additional summer teaching opportunities for additional compensation).
- ✓ Applicant must submit a cover letter, resume, two (2) letters of recommendation, and copies of college transcripts for full consideration. NOTE: Applicant must submit a copy with application.
- ✓ Driver's license required.
- ✓ Ability to pass a pre-employment background check
- ✓ Ability to pass a pre-employment drug and alcohol test

**Compensation:**

\$52,500

**How to Apply:**

- Please email an employment application and resume to Samantha Alvarez-Santi, Human Resources Manager at [samantha.alvarez-santi@apachecollege.org](mailto:samantha.alvarez-santi@apachecollege.org) or [hr@apachecollege.org](mailto:hr@apachecollege.org).  
Employment applications can be found on our San Carlos Apache College website
- The San Carlos Apache College follows our Native Hiring Preference Policy
- The San Carlos Apache College is an Equal Opportunity Employer