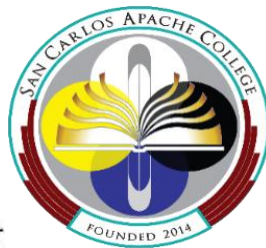


Roberta Patten
Board of Regents Chair



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

English Faculty

POSITION TITLE: English Faculty

VACANCY ANNOUNCEMENT: #23-020

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 an English 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 English, 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 English 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 English 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 or 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