



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- Revised on April 9, 2024

President

POSITION TITLE: President

VACANCY ANNOUNCEMENT: #24-03

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

REPORTS TO: San Carlos Apache College Board of Regents

OPENED: March 5, 2024

DEADLINE: April 30, 2024

Summary:

The President is responsible for leading the successful growth and stability of College under policies that articulate the College's vision, mission, and strategic goals approved by the Board of Regents. The President will provide visionary and servant leadership that supports and champions the Apache-centric curriculum, teaching-learning philosophy, and a commitment to being a truly student-centered institution dedicated to the success of every student.

Essential Responsibilities:

The President serves as the Chief Executive Officer of the San Carlos Apache College and will work closely with his/her leadership team "cabinet", the Board of Regents, and other external constituents to advance the College's mission, vision, and reputation, both locally and nationally. The President will foster a collaborative, supportive, and innovative environment with the College's students, staff, faculty, community members, and Regents. The President will work closely with the Board of Regents and internal and external stakeholders to coordinate and implement the strategic plan for the College.

Duties:

➤ Apache Culture

The President of San Carlos Apache College will at all times support and respect the Nnee (culture, language, and lifeways of the Apaches) in all aspects of the decision making process.

➤ **Strategic Leadership**

The President of San Carlos Apache College will at all times support and respect the Nnee (culture, language, and lifestyle of the Apaches) in all aspects of the decision making process and will be expected to create a workplace culture and climate that is inclusive and respectful to the Nnee. The President will lead with kindness, respect, and work with leaders at all levels to achieve the mission of the College. The President will exemplify a behavioral leadership style characterized by care for students, faculty, staff, and members of the community.

➤ **Operational Management**

The President of San Carlos Apache College will provide leadership in the development and implementation of long-term campus capital projects envisioned for the College. The President will strive to ensure that state-of-the-art technology is incorporated throughout all campus facilities and programs. The President will collaborate with the Board of Regents to formulate an annual budget and ensure appropriate administrative policies and procedures are in place that promote efficiency, transparency, and compliance with regulatory requirements.

➤ **Fundraising and External Relationships**

The President of San Carlos Apache Tribal College will be expected to develop programs and activities that will enhance and expand partnerships with the business community; The President of San Carlos Apache College will also be expected to provide leadership and enhance positive relationships that the College enjoys with K-12 educational institutions, as well as with Apache tribal schools, and with higher education institutions in the region.

➤ **Community Development**

The President of San Carlos Apache College will provide leadership in assessing needs for current community educational programs that support the mission of the college and facilitate implementation of its goals and objectives; The President of San Carlos Apache College will provide leadership and support to facilitate the further development of new community instructional programs which support the long term vision of the College.

➤ **Academic and Student Success**

The President of San Carlos Apache College will provide leadership by developing strategies that will stabilize enrollment trends and increase student enrollment; The President will provide strong visionary leadership in the development of a student-centered culture in its academic programs by assisting with curricula, ensures access, sustains educational excellence, fosters student development, and supports high levels of student achievement.

➤ **Accreditation**

The President of San Carlos Apache College will lead the College and its constituents in obtaining and maintaining full accreditation for the institution by ensuring that all accreditation standards are implemented and followed. The President must provide updates to the Board on accreditation status as requested.

Qualifications & Skills

- Demonstrated knowledge of Apache culture, including land base, governance and history; sensitivity to indigenous culture and in particular, San Carlos Apache culture.
- Must have demonstrated experience in leading higher education accreditation processes.
- Must have demonstrated achievement in budgeting and financial management.

- Must have demonstrated success in organizational management.
- Must have demonstrated ability to work effectively with staff and faculty.
- Ability to establish and maintain positive relationships with tribal leaders and the community members.
- Evidence of strong human relations and interpersonal skills.
- Excellent oral and written communication skills.
- Established record of successful academic leadership.
- Experience in curriculum and program development.
- Must have demonstrated teaching experience at the post-secondary level.
- Ability to effectively communicate the mission, philosophy, and goals of the College.
- Experience in the use of technology to promote teaching and learning.
- Experience in conflict resolution.
- Ability to build morale, to motivate, and to relate to students, faculty, and staff.
- The President must have knowledge of Tribally-Controlled Community College educational philosophy and management, administrative practices and procedures, as well as college curricula and instructional programs.

Work Schedule

Normal work schedule is Monday-Friday 8:00 a.m. – 5:00 p.m. Work schedule may consist of working beyond normal business hours to support college activities and needs.

Education, Experience, & Requirements:

- ✓ Minimum of a Master's Degree required; EdD or Doctorate preferred. (***NOTE: Applicant must submit a copy of all college transcripts to meet positive education requirements.***)
- ✓ Minimum of five (5) years of successful senior/executive level administration experience in higher education.
- ✓ Applicant must submit a cover letter, resume, two (2) letters or recommendation, and six (6) references.
- ✓ Possess (or ability to obtain if relocating from out of state) and maintain a valid Arizona driver's license and current auto insurance.
- ✓ On-site work is required (relocation expenses and housing may be available).
- ✓ Ability to pass a pre-employment background check.
- ✓ Ability to pass a pre-employment drug and alcohol test.

Compensation:

\$150,000.000 - \$225,000.00

How to Apply:

This is a confidential search process being carried out by the Association of Community College Trustees (ACCT). To ensure full consideration, application materials should be received no later than April 30, 2024.

Please email an employment application, resume, and all supporting documents to San Carlos Apache College's Human Resources Department at hr@apachecollege.org.

A “complete application” will contain the following items:

- The San Carlos Apache College application of employment and a cover letter that succinctly addresses the Key Priorities identified in the Job Posting and demonstrates how the candidate’s experience and professional qualifications prepare them to serve as the President of San Carlos Apache College.
- A current resume including an email address and phone number.
- Two (2) letters of recommendation dated within the last two years.
- A list of six references that includes the name, position title, institution, email address and phone number (preferably cell. phone) for each reference. Example of references to include: two to three supervisors, two to three direct reports and two to three faculty and or staff members from current and former institutions.

For information about the position, nominations, or confidential inquiries please contact:

Cindy Lopez
ACCT Search Consultant
cindylopez000@gmail.com, 405-255-2566 (mobile)

The San Carlos Apache College follows the Native preference policy giving first preference to qualified San Carlos Apache tribal members then, local and other Indians. Please submit required document(s) with your application to be considered for Native Preference.

The San Carlos Apache College is an Equal Opportunity Employer.

An ACCT Search