



Durena Thompson
Board of Regents
Acting 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- Re-Advertisement

Social Work Faculty

POSITION TITLE: Social Work Faculty

VACANCY ANNOUNCEMENT: #25-07

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)

RE-OPENED: July 14, 2025

DEADLINE: Open Until Filled

SUMMARY: As the Social Work 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 Social Work, 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 Social Work 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 Social Work 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 one year of experience in an educational setting.
- ✓ 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 official 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:

DOE

How to Apply:

- All applicants must submit the following:
 - Complete San Carlos Apache College application for employment.
 - Resume
 - Two (2) letters of recommendation
 - Official Transcripts

See Application Procedures (San Carlos Apache College Personnel Policies & Procedures Handbook, 2022, page 28) <https://www.apachecollege.org/wp-content/uploads/2023/04/SCAC-Personnel-Handbook-Final.pdf>

- Please email an employment application and required documents 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 at www.apachecollege.org.
- The San Carlos Apache College follows our Indian Preference Hiring Policy (San Carlos Apache College Personnel Policies & Procedures Handbook, 2022, page 9) <https://www.apachecollege.org/wp-content/uploads/2023/04/SCAC-Personnel-Handbook-Final.pdf>
- The San Carlos Apache College is an Equal Opportunity Employer