Durena Thompson
Board of Regents Chair

Linda Sue Warner, Ph.D.
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
VACANCY ANNOUNCEMENT

Executive Assistant

POSITION TITLE: Executive Assistant
VACANCY ANNOUNCEMENT:
WORK LOCATION: San Carlos Apache College, Main Campus in San Carlos, AZ
DEPARTMENT: Office of the President
REPORTS TO: President
EMPLOYMENT STATUS: Regular Full-Time (Non-Exempt)

OPENED: October 28, 2025   **DEADLINE:** Open until filled

San Carlos Apache College is seeking a highly organized and professional **Executive Assistant** to support the Office of the President. This role involves managing schedules, preparing correspondence and reports, coordinating meetings and events, and providing high-level administrative support to senior leadership.

Minimum Qualifications:
- Associate's degree in Business Administration or a related field or (Bachelor's degree preferred). ***NOTE: Applicant must submit a copy of official college transcripts to meet positive education requirements.***
- At least 3 years of experience providing administrative support to senior-level executives.

Key Responsibilities:
- Manage the President's calendar and prioritize appointments.
- Prepare correspondence, reports, and meeting materials.
- Coordinate travel arrangements and expense reporting.
- Take and transcribe minutes for the College Board of Regents and other assigned

meetings.
- Plan and organize conferences, meetings, and events.
- Maintain organized records and ensure accurate follow-ups.

Qualifications & Skills
- Outgoing, friendly, and people-oriented skills are required.
- Excellent verbal communication and public speaking skills are required.
- Ability to successfully work with a diverse student population and colleagues.
- Decision making ability required.
- Initiative and ability to work independently.
- Listening and interpersonal skills.
- Ability to maintain professionalism and a strict standard of confidentiality.
- Ability to relate to the San Carlos Apache history and culture as it relates to family and community.
- Ability to pass a pre-employment background check
- Ability to pass a pre-employment drug and alcohol test.

Work schedule

Work schedule: Normal work schedule is Monday-Friday 8:00 a.m. – 5:00 p.m. Flex hours are available. The applicant may work beyond normal business hours to support college activities and may also be required to work weekends, evenings, and holidays.

Compensation:
Associate's Degree: $41,600 - $45,000
Bachelor's Degree: $52,000 - $55,000

Benefits and Compensation:
We offer a competitive compensation and an attractive benefits package, including health, dental, and vision in addition to a 401 (k) plan with an employer contribution policy.

How to Apply:
- All applicants must submit the following:
  - Complete San Carlos Apache College application for employment.
  - Resume
  - Two (2) letters of recommendation dated within the last two years.
  - 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 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