



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

Phone: (928) 475-2016 / **Email:** hr@apachecollege.org

JOB ADVERTISEMENT

POSITION TITLE: Computer Information Systems Faculty

WORK LOCATION: San Carlos Apache College, All grounds in San Carlos, AZ

DEPARTMENT: Academic Affairs

REPORTS TO: VP of Academic Affairs

EMPLOYMENT STATUS: Regular Full-Time (Exempt)

OPENED: June 29, 2026

DEADLINE: Open until filled

Description: San Carlos Apache College is seeking a qualified and dedicated Computer Information Systems Faculty member who, under the direct supervision of the Vice President of Academic Affairs, will develop, teach, and assess a range of courses in computer information systems. This position supports the academic mission of the College by delivering high-quality instruction, contributing to curriculum development, and promoting student learning in alignment with institutional standards and goals.

Minimum Qualifications:

- Master's Degree in Computer Information Systems, Information Technology Management or related field, required. **NOTE: Applicant must submit a copy of all college transcripts to meet positive education requirements.**
- Three (3) years' experience in an educational setting preferred.
- Applicant must sign faculty contract with the Apache College (9-and-a-half-month contract for school year with possible additional summer teaching opportunities).

Essential Functions:

- In accordance with the College's philosophy, code of ethics agreement, and code of conduct policies, employees are required to respect students and employees and act in a way that will bring respect and honor to our College at all times.
- Provide leadership in the development and maintenance of degree programs in Computer

Information Systems

- Shall have the willingness to develop and teach courses in a variety of formats as needed, including face-to-face, hybrid, and online.
- Shall serve as a mentor for adjunct faculty members and will be required to demonstrate a commitment to student success and teaching excellence.
- Evaluate the performance of students and communicate with them in a timely manner.
- Keep accurate records and submit grades and other reports on time, develop and update syllabi as needed.
- Responsible for creating course plans to facilitate the achievement of course outcomes.
- Perform the work outlined in the ANA “Pathways to STEM Careers for the San Carlos Apache Tribe” objective work plan.
- Shall make recommendations regarding academic matters to the College’s administration.
- Establish and maintain contact with student advisees and participate in community outreach, and student recruitment.
- Be responsible for grant management, new program development, and etc.
- Participates in the ongoing assessment of courses and programs and in college-wide student success initiatives.
- Actively contribute to the development and carrying-out of orientation and other required institutional meetings.
- Performs all other activities as assigned or requested.

Work Schedule

Work schedule: Normal work schedule is Monday-Friday 8:00 a.m. – 5:00 p.m.

The applicant may work beyond normal business hours to support college activities and may also be required to work weekends, evenings, and holidays.

Compensation:

DOE

Benefits and Compensation:

We offer competitive pay and an attractive benefits package, including health, dental, and vision coverage, along with a 401(k) plan that includes an employer contribution.

How to Apply:

- Complete San Carlos Apache College application for employment.
- Resume and Cover Letter
- Two (2) letters of recommendation dated within the last two years.
- Official Transcripts

Indian Preference:

Preference in hiring and promotion may be given in accordance with the Federal and Tribal Indian Preference Act. If claiming preference, a copy of a “Certificate of Indian Blood” is required (please attach). Subject first to our Indian Preference policy, San Carlos Apache College is an Equal Opportunity Employer (EOE).