



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

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San Carlos, Arizona 85550

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JOB ANNOUNCEMENT

POSITION TITLE: **Executive Assistant**

WORK LOCATION: San Carlos Apache College

DEPARTMENT: SCAC Press

REPORTS TO: President

EMPLOYMENT STATUS: Regular Full-Time (Exempt)

OPENED: July 21, 2026

DEADLINE: Open until filled

Description: The Executive Assistant provides comprehensive executive administrative and operational support to designated leadership team members and departments through the coordination and management of functions, activities, and information necessary to ensure optimal operational efficiency and effectiveness. This position encompasses a wide range of responsibilities, including managing schedules and communications, coordinating meetings and events, supporting strategic initiatives and key assignments, and handling confidential and sensitive information with professionalism and discretion to ensure smooth daily operations and efficient office management. The Facilities Manager is expected to exemplify the College's ARROW Framework by demonstrating Accountability, Respect, Resilience, Openness, and Wisdom in all aspects of facility operations, collaboration, customer service, and stewardship of College resources.

Minimum Qualifications:

- Associates degree in business administration or related field required.
- At least 3 years of related experience required.
- Current and valid driver's license required.

Essential Functions:

- Provide administrative and operational support to the San Carlos Apache College Press in the coordination of academic press activities.
- Assist with manuscript tracking, submission management, and communication with authors, reviewers, editors and contributors.

- Coordinate editing's, proofreading, formatting, and publication times lines to ensure timely completion of projects.
- Maintain publication records, databases, contracts, permissions, and correspondence related to press operations.
- Support the preparation and review of scholarly publications, conference proceedings, journals, monographs, newsletters, and promotional materials.
- Assist in implementing editorial standards, citation styles, accessibility requirements, and publication policies.
- Coordinate meetings, schedules, peer-review activities, and project deadlines with faculty, students and community partners.
- Assist with website content updates, digital archives, social media outreach, and online publication platforms.
- Support marketing and dissemination efforts for published materials, including event coordination, book launches, and academic conferences.
- Maintain confidentiality of manuscripts, reviews, institutional records, and intellectual property materials.
- Monitor inventory, printing requests, and distribution of publications and promotional materials.
- Assist with grant reporting, data collection, and assessment activities related to academic press initiatives.
- Provide customer service and respond to inquiries from faculty, students, researchers, and community members regarding press operations.
- Collaborate with campus departments, libraries, cultural centers, and external partners to support scholarly and community-based publishing initiatives.
- Perform basic desktop publishing and document preparation using word processing, layout, spreadsheet, and publishing software.
- Support culturally responsive and community-centered publication practices consistent with the mission and values of the institution.
- Support the mission and operations of the academic press.
- Provides assistance and support to other Executive Assistants as requested
- Performs all other job related activities as assigned or requested.

Work Schedule:

The college follows a four-day, 10-hour workweek schedule from 7:00 a.m. to 5:30 p.m., Monday through Thursday. The selected candidate may be required to work beyond regular business hours to support college activities, including evenings, weekends, and holidays.

Compensation:

Associate's Degree: \$41,600 - \$45,000

Bachelor's Degree: \$52,000 - \$55,000

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.
- Cover Letter
- Resume
- 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).