



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](mailto:hr@apachecollege.org)

### ***JOB ANNOUNCEMENT***

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**POSITION TITLE:** **Executive Assistant**

**WORK LOCATION:** San Carlos Apache College

**DEPARTMENT:** Operations

**REPORTS TO:** VP of Operations

**EMPLOYMENT STATUS:** Regular Full-Time (Exempt)

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**OPENED:** July 15, 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 Executive Assistant is expected to exemplify the College's ARROW Framework by demonstrating Accountability, Respect, Resilience, Openness, and Wisdom in all aspects of administrative support, collaboration, customer service, and stewardship of College resources.

#### **Minimum Qualifications:**

- Associate's Degree in Business Administration or related field required. **NOTE: Applicant must submit a copy of all college transcripts to meet positive education requirements.**
- At least 3 years of related experience is required.
- Current and valid driver's license is required.

## **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.
- In coordination with the Vice President of Operations, manages the calendar by prioritizing and scheduling projects, appointments, and events to ensure optimal use of time and smooth daily operations.
- Conducts research, composes original correspondence, prepares letters, memos, reports, forms, charts, or other documents from oral instructions or notes.
- Maintain accurate and organized operations records.
- Other duties as assigned including high level and complex administrative support assignments and various forms of special assistance to College staff and faculty as requested.
- Prepares a variety of correspondence, reports and manuals; initiates responses to inquiries within delegated authority; refers to appropriate party(s) to provide timely and accurate information
- Proactively identifies opportunities for follow up and/or meetings with stakeholders to provide for increased understanding, awareness and support for ongoing and/or new ventures, activities, initiatives and programs
- Assists leadership team member prepare, organize and finalize various presentations, charts, reports and correspondence
- Plans, organizes and maintains all records, materials, references, manuals and correspondence to ensure ready reliable access and provision of accurate information to all inquiries
- Prepares agendas, assembles and organizes materials for a variety of committees; performs necessary follow up actions and initiates reminders as appropriate
- Records and transcribes minutes of meetings/presentation to ensure thorough and timely documentation of actions, activities and outcomes
- Initiates and coordinates requests for travel, conferences and seminars; arranges required transportation, lodging and associated expense items in accordance with established policy
- Assists with and tracks various expense account
- Prepares expense report of all travel related activities, attaches receipts, vouchers and itinerary; assigns expense account and forwards to Finance
- As assigned, provides assistance to department management by preparing and/or formatting reports, presentations and charts
- Initiates requests for office supplies, materials and equipment for approval
- Plans, coordinates and organizes itinerary for conferences, meetings and events including, but not limited to: prepares budget, schedules room, selects catering items, arranges for technical support and identifies attendees
- Prepares and distributes monthly status and statistical reports of activities
- 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).