



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:** Knowledge Exchange Coordinator

**WORK LOCATION:** San Carlos Apache College

**DEPARTMENT:** Apache Institute

**REPORTS TO:** Apache Institute Director

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

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**OPENED:** July 15, 2026

**DEADLINE:** Open until filled

**Description:** The Knowledge Exchange Coordinator serves as the principal facilitator of knowledge sharing, community engagement, scholarly communication, and collaborative learning activities within the San Carlos Apache Library System. The position supports the Apache Institute's mission by connecting Tribal knowledge holders, Elders, students, faculty, researchers, community members, and partner organizations through culturally grounded and ethically responsible knowledge exchange activities aligned with scholarly endeavor supported by the Library. The Knowledge Exchange Coordinator is expected to exemplify the College's ARROW Framework by demonstrating Accountability through responsibility, reliability, and follow-through; Respect by honoring community knowledge, cultural protocols, and diverse perspectives; Resilience by adapting effectively to changing circumstances and challenges; Openness by encouraging collaboration, innovation, and inclusion; and Wisdom by exercising sound judgment and ethical decision-making.

### **Minimum Qualifications:**

- Bachelor's degree in Education, American Indian Studies, Communications, Public Administration, Social Sciences, or a related field required. Master's degree preferred. **NOTE: Applicant must submit a copy of all college transcripts to meet positive education requirements.**
- Three (3) years of progressively responsible experience in community engagement, education, research support, communications, or project coordination required.
- Strong oral and written communication skills required.
- Proficiency in Microsoft Office Suite and digital communication platforms required.
- Experience working with Tribal Nations, Tribal Colleges, or Indigenous organizations preferred.
- Knowledge of Indigenous research methodologies and evaluation approaches preferred.
- Experience with grant administration and reporting preferred.

**Essential Functions:**

- Coordinate the development and dissemination of educational resources, publications, reports, and learning materials.
- Support the creation of culturally responsive learning objects and digital resources.
- Maintain knowledge repositories, archives, and educational resource collections.
- Coordinate talking circles, listening sessions, educational forums, and student engagement activities.
- Support the engagement of Apache Elders, cultural advisors, and knowledge keepers in educational programming.
- Develop and maintain partnerships with Tribal departments, educational institutions, and Indigenous organizations.
- Assist with the dissemination of research findings, publications, and educational materials.
- Support grant-funded projects by assisting with implementation, documentation, and reporting requirements.
- Coordinate conference presentations, educational workshops, and scholarly events.
- Develop newsletters, website content, and informational materials that promote the Apache Institute's mission and programs.
- Coordinate Institute communications and stakeholder engagement activities.
- Track project timelines, milestones, and deliverables to ensure timely completion of assigned initiatives.
- Coordinate meetings, prepare agendas, record meeting minutes, and maintain program records.
- Support budget monitoring, purchasing, and procurement activities in accordance with College policies.
- 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:**

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.
- 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).