

**Occupational Program Director – Tribal Court Advocacy Certificate
Scottsdale Community College
Job Announcement – October 2018**

The Tribal Court Advocacy Program at SCC is designed to prepare students for careers as tribal court advocates and/or to work in settings that involve Native American legal issues. The occupational program director assumes a leadership role in the administration of the program, outreach to prospective students, advisement of students and the hiring and training of adjunct faculty to teach in the program. The primary focus of the position rests with program management and the program director reports through SCC's Administration of Justice department.

Qualifications

For the 2018-2019 academic year, the program director's primary areas of responsibilities will be in the outreach, marketing, and delivery of the workshops preparing prospective students. For the 2019-2020 academic year, it is expected that the program director teaches at least two courses in the program/semester in addition to program administration.

Education & Work Experience

- Master's degree/graduate degree in field related and applicable to the practice of tribal court advocacy OR
- A master's in any teaching field with 18 graduate semester hours related and applicable to the practice of tribal court advocacy OR
- Bachelor's degree plus 3 years work experience as a tribal court advocate OR
- Associate's degree or 64 semester hours and 5 years work experience as a tribal court advocate.

Additional Qualifications

- Experience teaching/training working with others to facilitate professional/personal development
- Experience successfully leading, managing, and coordinating multiple tasks and projects
- Experience working with others in a collaborative environment
- Excellent interpersonal and communication (written and oral) skills

Compensation

Program director compensation is paid at the Maricopa adjunct faculty rate of \$925/load hour.

It is anticipated the program director will work anywhere from 6-9 load hours per semester.

- 6-9 load hours = 12-18 hours/week on program responsibilities, teaching, and tasks.

There is an expectation that the program director will be available to work in the summer. Summer compensation will be determined based upon program needs.

Application Process

Interested parties should email a copy of a resume and cover letter addressing his/her qualifications specific to those listed above by Wednesday, October 31, 2018 to:

Dr. Stephanie J. Fujii, Vice President of Academic affairs
Scottsdale Community College
stephanie.fujii@scottsdalecc.edu

For questions and/or information, please call 480-423-6317.