

NORTHWEST INDIAN COLLEGE

2522 Kwina Rd.

Bellingham, WA 98226

Phone: (360) 676-2772

JOB ANNOUNCEMENT

Math Instructor – P-T Faculty

OPENING DATE: March 1, 2010

CLOSING DATE: March 15 2010

START DATE: 2 weeks after acceptance

APPLICANT REVIEW: March 16, 2010

JOB TITLE: Math Instructor

LOCATION: NWIC Main Campus

SALARY: Faculty Salary Schedule - DOE

SUPERVISOR: Dean of Academics / Distance Learning

SCOPE OF WORK

The Math Instructor is responsible for teaching one or more courses in math during Spring Quarter 2010. Instructors shall acknowledge the cultural perspective of students, and use a variety of methods to convey necessary knowledge and skills, and develop student self-esteem. The faculty member is expected to prepare students for completion of NWIC degrees and to transfer to four-year institutions.

DUTIES & RESPONSIBILITIES

1. Develop course syllabi and curricula
2. Teach courses in math including MATH 105 Precalculus II and, MATH 107 Elementary Statistics
3. Submit necessary reports such as enrollment, progress and grading information in a timely manner.
4. Order textbooks and supplies in advance of courses taught following established college timelines.
5. Create an environment, a presentation style and a pace in which learning is enhanced.
6. Maintain at least ½ hour of office availability each week for each credit of lecture class taught.
7. Present a Native American cultural focus.
8. Submit information to their supervisor regarding scheduling proposals, budget needs and travel requests in a timely manner following established timelines.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS REQUIRED to perform the position successfully:

Minimum Qualifications:

- Master's degree in Mathematics or related discipline Experience teaching at the postsecondary or secondary level
 - (TA experience acceptable, instructor experience preferred).
- Must have excellent oral and written communication skills.
- Must have excellent interpersonal/people skills.
- Excellent organizational skills, handling multiple tasks and numerous student files.

Preferred Qualifications:

- Experience working in a tribal college setting.
- Experience working with and advising adult students.
- Experience with and sensitivity to Native American people and cultural customs.
- Experience working with adult distance learning programs is highly desired.
- Ability to work well on an independent basis with minimal supervision.

Language Skills:

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills:

- Ability in utilizing a variety of instructional delivery methodologies and a strong academic preparation in mathematics as evidenced by undergraduate and graduate level coursework.

Reasoning Ability:

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills:

- To perform this job successfully, an individual should have knowledge of Internet usage; Spreadsheet, PowerPoint, and Word Processing software.

Other Qualifications

- Indian Preference: Except as provided by the Indian Preference Act (Title 25, U. S. Code, Section 473), NWIC supports and provides equal opportunity educational and employment opportunities regardless of race, religion, national origin, age, sex, sexual preference or orientation, marital status, age, physical or mental disability, or status as a special disabled veteran or veteran of the Vietnam era.
- Preference will be given to applicants with experience working in Native communities.

Indian Preference applies – except as provided by the Indian Preference Act (Title 25, U. S. Code, Section 473), NWIC supports and provides equal opportunity employment and educational opportunities, regardless of race, religion, national origin, age, sex, marital status, physical or mental disability or status as a special disabled veteran or veteran of the Vietnam era.

APPLICATION PROCESS

Interested individuals should submit the following application materials directly to the NWIC Personnel Office only. Internal applicants that want to apply are required to fill out an “NWIC Internal Mobility Application”, and return to Human Resources. All internal candidates are given first consideration in the interview and selection process.

- 1) Complete an NWIC Administrative/Faculty Application and EEO Form
- 2) Cover letter or letter of application
- 3) Current and complete professional resume
- 4) Three letters of recommendation from college sources, employers, or individuals who have firsthand knowledge of your qualifications for the position (professional references)
- 5) Copies of transcripts required at application (originals required if hired)

Job Announcement and Job Application packets may be requested from and submitted directly to:

Northwest Indian College
Human Resources
2522 Kwina Rd.
Bellingham, WA 98226-9278
Telephone: (360) 392-4230
Fax: (360) 392-4290
E-mail: mpolin@nwic.edu