

# NORTHWEST INDIAN COLLEGE

2522 Kwina Rd.

Bellingham, WA 98226

Phone: (360) 392-4230

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## JOB ANNOUNCEMENT

### Assistant Site Manager

**OPENING DATE:** March 16, 2010

**CLOSING DATE:** March 30, 2010

**START DATE:** 2 weeks after acceptance

**APPLICANT REVIEW:** March 31, 2010

**JOB TITLE:** Assistant Site Manager

**LOCATION:** NWIC - Tulalip site

**SALARY:** Exempt Management DOE

**SUPERVISOR:** Site Manager

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### SCOPE OF WORK

The Instructional Site Assistant Manager will assist with all Northwest Indian College activities at the Tulalip Extended Campus site. This individual serves as the secondary representative of NWIC to the site. This person will be responsible for helping students utilize and manage distance-learning technology. The position requires the individuals to serve sites effectively by developing and scheduling academic, professional, technical and cultural learning opportunities for students in the Tulalip community. The Assistant Site Manager is a first line recruiter and advisor to students at the Tulalip Site. This position will also participate in a team approach that works at meeting the educational needs of the tribal communities.

### DUTIES AND RESPONSIBILITIES

1. Represent Northwest Indian College and act as a liaison as assigned.
2. Assist with on-site supervision of part-time faculty.
3. Utilize and manage distance-learning technology
4. Coordinate on-going student recruitment and retention efforts.
5. Assist students with admissions, financial aid and other college related questions.
6. Provide academic advising services where needed.
7. Monitor student(s) academic progress.
8. Assist with developing course offerings for the Tulalip Community site.
9. Provide administrative and technical assistance to students taking classes via face-to-face instruction, video and/or web-based technology.
10. Work closely with Instructional and student services staff on main campus to provide quality delivery of classes.
11. Develop and maintain a filing and tracking system for students at the site(s)
12. Schedule use of facility for class activities.
13. Attend Staff/Faculty in-service training as requested at the NWIC Main Campus.
14. Responsibility for order equipment and supplies following NWIC Purchasing policies and procedures.
15. Other duties as assigned.

### SUPERVISORY RESPONSIBILITIES

None

### QUALIFICATIONS REQUIRED to perform the position successfully:

#### Minimum Qualifications

- Bachelor's Degree in academic field or education, Master's Degree preferred.
- Knowledge of Post-secondary institutions, financial aid and student advising skills.
- Knowledge of Washington K-20 (video-conferencing) Network.
- Excellent organizational skills, including good technical and clerical skills.

- Excellent customer service skills.
- Ability to be a self-starter and sustain a high level of activity with minimal supervision.

### **Preferred Qualifications**

- Prior work in an educational setting.
- Experience working with adult distance learning programs is highly desired.
- Knowledge of tribal college system is highly desired.
- Experience working in a team environment.

### **Language Skills:**

- Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

### **Mathematical Skills:**

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **Reasoning Ability:**

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **Computer Skills:**

- Basic word processing and spreadsheet software; internet and email. Proven competency with networks and teleconferencing.

### **Other Skills and Abilities:**

- Experience with and sensitivity to Native American people and cultural customs.
- Knowledge of issues in Indian Education.

*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 Exempt Management Application and EEO Form
- 2) Cover letter or letter of application
- 3) Current and complete professional resume

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](mailto:mpolin@nwic.edu)