

## JOB ANNOUNCEMENT

### Academic Advisor

**OPENING DATE:** September 21, 2016  
**REVIEW DATE:** October 3, 2016  
**CLOSING DATE:** Open until Filled  
**START DATE:** ASAP or 2 weeks after acceptance  
**LOCATION:** NWIC Main Campus  
**SALARY:** \$32,000 to \$34,000 Max DOE

The salary placement upon hire will be based on the selected candidate's education and relevant work experience as outlined in the job announcement and the established salary schedule for the classification of position to be filled.

*Northwest Indian College hiring practices include adherence to the Indian Preference Act (Title 25, U. S. Code, Section 473). NWIC supports and provides equal opportunity employment and educational opportunities without regard to race, color, religion, national origin, sex (including pregnancy), disability, age, veteran status, sexual orientation, gender identity or expression, marital status or genetic information.*

### SCOPE OF WORK

The Academic Advisor reports directly to the Dean of Students. In the Academic Advisor role, the main responsibilities are to provide program development and implementation, student advising assessment, and provide reports to funding sources/NWIC data collection, as necessary. Serves as an advisor to all students.

#### Student Services Team Goals

1. Promote students' success in college through their first year and beyond. Prepare students to be successful at all levels of education. Increase access to educational programs at NWIC.
2. Improve course completion, graduation, and transfer rates. Collect data such as transfer rate, graduation rate, graduation surveys and other data needed for student services assessment work.
3. Support and adhere to the continuous improvement model at NWIC.

#### Performance-Based Objectives

1. Assist with the development of a Student Services five-year Assessment Plan.
2. Provide academic advising to students in a tribal college setting.
3. Supervise advising team and ensure they meet requirements in terms of data collection to improve student success, supervise their teaching schedule, and hold weekly team meetings.

#### Advising Goals

1. Develop, maintain, and distribute current materials used quarterly for transfer opportunities to NWIC.
2. Provide information regarding transfer opportunities to students transferring to and from NWIC.
3. Assist students in identifying the requirements of the program they plan to enroll in and assist them with their financial aid, etc. upon request.

## **DUTIES & RESPONSIBILITIES**

1. Work closely with the Dean of Students and other CSS staff to ensure objectives are met throughout the year.
2. Work closely with the Dean of Students during the budget process for the advising budget.
3. As a regular advisor, this position is responsible for academic advising, group workshops and/or classes essential to student success, including meeting the strategic goals of the Center for Student Success.
4. Assist students in the selection of appropriate courses and concentrations in terms of student's stated preferences.
5. Answer student inquiries and resolves problems related to curriculum and course prerequisites, referring to catalogues, written course descriptions, and other appropriate sources.
6. Initiates and maintains individual student files as appropriate, updating and evaluating file as new information is received.
7. Track satisfactory progress of students and develop and implement an early alert system for students at risk and refer to academic support services such as tutoring, mentoring or student study groups.
8. Assist students in finding internships or service-learning opportunities in areas that interest them.
9. Assist students that are exploring or undecided about their program of study develop an educational plan.
10. Assist students in identifying any barriers to their academic success and assist them in problem-solving, managing stress, addressing alcohol and drug treatment and recovery issues, parenting and time management.
11. Provide crisis intervention, referrals, support and encouragement to enable the student to stay in school while addressing their personal goals.
12. Serve as a trainer for NWIC faculty.
13. Support the Achieving the Dream Initiative and ensure its goals/objectives are met including other initiatives like First Year Experience/First Generation programming.
14. Coordinate Student Orientations, student development activities, Faculty Advising Days, and assessment planning/reporting.
15. Assist extended campus sites regarding inquiries and resolves problems related to student advising.
16. Participate in other student services activities or serve on committees as requested by the Dean of Students.
17. Perform other duties as appropriate as assigned by supervisor.

## **SUPERVISORY RESPONSIBILITIES**

This position supervises the advising team in addition to any student mentors and/or interns in accordance with the College's policies and procedures. Responsibilities may include interviewing, hiring, and training student employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.

## **QUALIFICATIONS REQUIRED**

### **Minimum qualifications:**

- Master's Degree in Student Services Administration, Higher Education, Counseling or related field.
- Minimum of three years of administrative or management experience including planning, budgeting, supervision, program development, and program assessment.
- Experience with academic advising, teaching, assessment.
- Proven ability to work in a team environment in order to achieve strategic and departmental goals.
- Skilled in organization, planning, coordinating in order to accomplish the reporting goals and the measurable tasks and responsibilities of the position are all required.

**Preferred qualifications:**

- Must have a current driver's license and driving abstract that meets employer qualifications for insurability.
- Must have the ability to travel to various sites on occasion.

**APPLICATION PROCESS**

Interested individuals should submit the following application materials directly to the NWIC Human Resources Office only.

1. Cover letter addressing how you meet the position qualifications
2. NWIC Application
3. Equal Employment Opportunity (EEO) form
4. Current and complete professional resume
5. Copies of colleges transcripts (*official copy requested at time of hire*)
6. Three **letters** of recommendation from persons, who not members of your immediate family, who have firsthand knowledge of your qualifications for the position
7. If applicable to the position, provide copies of certificates/licenses/credentials

The job announcement and application forms are available online at [www.nwic.edu/jobs](http://www.nwic.edu/jobs) or may be requested from and submitted directly to:

Northwest Indian College  
Human Resources  
2522 Kwina Road  
Bellingham, WA 98226-9278  
Telephone/Fax: (360) 392-4230  
Email: [employment@nwic.edu](mailto:employment@nwic.edu)