

**INTERNAL  
JOB ANNOUNCEMENT  
Cultural Arts Lead Instructor FT (9 months)**

**OPENING DATE:** September 28, 2015  
**REVIEW DATE:** October 1, 2015  
**CLOSING DATE:** Open until Filled  
**START DATE:** ASAP or 2 weeks after acceptance  
**LOCATION:** NWIC Main Campus  
**SUPERVISOR:** Nez Perce Site Manager  
**SALARY:** \$34,000 – \$36,000 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.

*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.*

**SCOPE OF WORK**

This position will teach and facilitate workshops, classes and community culture events in the plateau culture area, primarily at the NWIC Nez Perce extended site.

**DUTIES & RESPONSIBILITIES**

- Teach cultural arts courses at the Nez Perce extended site, and within the plateau culture area as scheduled.
- Mentor new potential instructors and students, including cultural protocols, traditional teaching practices and skills.
- Coordinate, deliver and teach community education offerings, including monthly Family Culture nights and workshops.
- Coordinate Weavers Teaching Weavers workshops at Nez Perce extended site.
- Update and expand the artist directory on a semi-annual basis.
- Revise and update the current booklet for teachers.
- Work with Coast Salish Institute staff on formative and summative evaluation activities related to the grant.
- Assist the Dean of Indigenous Education and Nez Perce extended site manager with the Emerging Artist workshops.
- Prepare and maintain an annual work plan and produce regular reports.
- Participate in NWIC Nez Perce extended site meetings, and other NWIC meetings as requested.

## **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

## **QUALIFICATIONS REQUIRED**

Bachelor of Arts degree in a related field; Master's degree preferred. Previous teaching experience in cultural arts, such as beading, moccasin making, corn husk weaving, regalia making, etc., as well as previous teaching experience in higher education and continuing education. Previous experience working in a tribal setting is preferred. Extensive knowledge of the plateau culture area and the people who live in the plateau culture area is preferred. Ability to demonstrate a variety of instructional delivery methodologies relevant to native communities; organizational skills necessary to coordinate workshops, classes, and community events; excellent verbal and written communication skills, as well as interpersonal/people skills. Proficiency in basic computer and software application skills.

### **Other Qualifications:**

- Possess a valid driver's license.
- Must be able to travel within the plateau culture area when scheduled to teach or coordinate cultural arts workshops, etc.
- May be required to attend NWIC all staff meetings or training at the NWIC Main Campus.

## **APPLICATION PROCESS**

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

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

The job announcement and application materials 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)