

JOB ANNOUNCEMENT

Electrical Trades Instructor

OPENING DATE: November 29, 2016
REVIEW DATE: January 18, 2017
CLOSING DATE: Open until Filled
START DATE: ASAP or 2 weeks after acceptance
LOCATION: NWIC Lummi Main Campus
SALARY: \$5,500 per quarter 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 Electrical Trades Instructor will be responsible to develop, design, and implement Electrical Trades courses consistent with the National Center for Construction and Education Research (NCCER) guidelines to prepare students to enter the job market and complete certifications necessary for high-skill, high-wage positions. This is a part-time faculty position reporting to the Director of Workforce Education. The teaching schedule will be variable according to College and program needs. All new Instructors must complete industrial first aid/CPR and be eligible for vocational certification as required by Washington State Law. This can be completed during the first year of employment at the college.

DUTIES & RESPONSIBILITIES

1. Teaching is the first focus: the Instructor is expected to teach Electrical Trades courses;
2. The Instructor is expected to prepare students to meet all competencies and/or learning objectives of NWIC Native American Career and Technical Education Program (NACTEP);
3. Responsible for curriculum design and implementation;
4. Develop course syllabi;
5. Submit grades and/or completion reports when necessary;
6. Provide information to supervisor regarding supplies and materials needed for course delivery, order textbooks and materials through established college guidelines;
7. Provide a Native American cultural focus to curriculum and demonstrate cultural competency at all times;
8. Work cooperatively with NACTEP and NWIC staff, students, and the community;
9. Demonstrate an ability to update the program with new methods and technology, and develop and maintain appropriate lab equipment and training environment;
10. The Instructor will integrate the applied components of math, reading and writing skills;
11. Instructor may be expected to use e-learning strategies and enhanced technology to deliver instruction by creating both blended and online courses;

12. Serve on campus-wide committees as assigned and participate in campus events as required;
13. Monitor and document student performance, recruit students, assess student learning outcomes and program effectiveness, provide student advising, and participate in on-going curriculum development, revision and implementation;
14. Submit information to their supervisor regarding scheduling proposals, budget needs and travel requests in a timely manner following established timelines;
15. Submit necessary reports such as enrollment, progress and grading information in a timely manner;
16. Order textbooks and supplies in advance of courses taught following established college timelines; and
17. Maintain at least ½ hour of office availability each week for each credit of lecture class taught.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS REQUIRED

- Minimum of 5 (five) years current successful journeyman electrical work experience in building/construction industry as electrician/building contractor/construction supervisor;
- Prior successful teaching experience;
- 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;
- Ability to work well on an independent basis with minimal supervision;
- Evidence of active affiliation with professional organizations; and
- Evidence of ability to work effectively with students, faculty, and administrators

Other Qualifications:

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

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 to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

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 Skills and Abilities:

- Ability in utilizing a variety of instructional delivery methodologies and a strong academic preparation in reading as evidenced by undergraduate and graduate level coursework;
- Preference is given to those with experience working in Native communities; and
- Strong interpersonal skills and an ability to work well with all people.

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 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