



## **JOB ANNOUNCEMENT**

### **English/Reading Instructor - PT**

**OPENING DATE:** June 6, 2016  
**REVIEW DATE:** June 17, 2016  
**CLOSING DATE:** Open until Filled  
**START DATE:** ASAP or 2 weeks after acceptance  
**LOCATION:** Tulalip Campus  
**SALARY:** \$16,000 - \$18,000 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. *The salary is based on a 9 month faculty contract, with the possibility of supplemental summer salary through research grants, and/or summer teaching.)*

*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 College Reading Instructor is responsible for teaching one or more courses in reading during the 2011-2012 year. 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 reading including Pre-College Reading I and Pre-College Reading II
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**

#### **Minimum qualifications:**

- Master's degree in education with specialization in reading or teaching reading 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.

#### **Reading Skills:**

- Ability in utilizing a variety of instructional delivery methodologies and a strong academic preparation in reading 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**

- Preference will be given to applicants with experience working in Native communities.

### **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)