

## JOB ANNOUNCEMENT

### Native Environmental Science Lab Manager / Field Support

**OPENING DATE:** July 20, 2016  
**REVIEW DATE:** August 1, 2016  
**CLOSING DATE:** Open until Filled  
**START DATE:** September 12, 2016  
**LOCATION:** NWIC Main Campus  
**SUPERVISOR:** BSNES Department Chair  
**SALARY:** \$34,000 Max. DOE (9 month, renewable contract)

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 be responsible for maintaining and managing all Science Labs, including maintaining chemical inventory and safety protocols; supporting classroom, lab and field experiences; supporting environmental science research, involving students as interns and technicians; and supporting Faculty Research Projects as needed. This position is based on renewable 10 month contract.

#### DUTIES & RESPONSIBILITIES

The primary focus of the position is to:

- Maintain the NWIC chemical inventory and safety protocols
- Support Science Faculty in lab course preparation
- Support (and helping coordinate) labs for off-site campuses
- Facilitate the completion of purchase requisitions for science program consumables and supplies
- Maintain the Science Program equipment
- Coordinate with SSRC Lab Manager

Specific job duties and responsibilities include:

#### Safety and Chemical Hygiene:

- Implement and maintain the Chemical Hygiene Plan - which includes general safety for all chemicals, with particular focus on Buildings 11 and 16.
- Follow the guidelines set out by the external chemical safety consultant in providing a safe environment for laboratory classes and experiences.

- Provide a written report on the progress of safety updates monthly for the first year and then quarterly after the first year.
- Maintain the chemical inventory and supplies, including ordering new chemical and lab supplies as needed.

### Field Lab Support

- Liaise with Department Chair (and Director of the Salish Sea Research Center and the Vice President of Campus Development as needed) on building updates and needs as it relates to inventory and safety.
- Support classroom and field experiences.
- Design curriculum for field experiences in Biology and the Natural Sciences with the guidance of BS NES faculty.
- Lead field components in Biology and other NES classes.

### Internship

- Support internship experiences for BS NES students and lead internship experiences as needed.

## **SUPERVISORY RESPONSIBILITIES**

This position may supervise one or more student interns and is responsible for carrying supervisory responsibilities in accordance with the college's personnel policies and applicable laws and regulations.

## **QUALIFICATIONS REQUIRED**

### Minimum Qualifications

- Bachelor of Science degree in Environmental Science, Biology, Chemistry, Fisheries Science, or a related discipline.
- At least two years of previous work experience in a comparable position (Lab Management).
- Broad interest in the environmental sciences and ecology.
- Ability to communicate effectively both orally and in writing.
- Strong interpersonal skills and the ability to work well with people.

### Preferred Qualifications

- Previous experience working with Native Americans in a tribal college or in the community.

### Other Qualifications:

To perform the job successfully, an individual should demonstrate the following competencies:

**Problem Solving** - Ability to identify and resolve problems in a timely manner. Ability to gather and analyze information skillfully. Ability to develop alternative solutions. Ability to work well in group problem solving situations.

### Language Skills:

Ability to read, analyze, and interpret professional and scientific journals, and technical procedures. Ability to write reports, correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of administrators, students, and the general public.

### 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, and correlation techniques.

**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. Ability to be creative in designing student learning experiences.

**Computer Skills:**

To perform this job successfully, an individual should have knowledge of Internet software; Spreadsheet software and Word Processing software.

**Other Skills and Abilities:** Must have a current driver's license and driving abstract that meets employer qualifications for insurability; must be able to travel on occasion.

**Physical Demands:**

While performing the duties of this job, the employee is required to stand; walk; sit; reach with hands and arms; balance; stoop, kneel, crouch, talk and hear. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment:**

The work environment for this position is an office, laboratory, classrooms, and outdoors. The work is primarily indoors, but outdoor field work could involve collecting water samples in streams, rivers, lakes or marine environments, doing plant surveys, or collecting soil samples in a forest or other outdoor environment. Outdoor work could involve exposure to moderate levels of heat cold, and humidity or rain. The noise level in the work environment is usually moderate. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**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)