

JOB ANNOUNCEMENT

First Year Experience / First Generation Outreach Advisor - FT

OPENING DATE	September 25, 2015
REVIEW DATE:	October 9, 2015
CLOSING DATE:	Open until filled
START DATE:	As soon as possible
LOCATION:	Lummi Main Campus
SUPERVISOR:	Dean of Students
SALARY:	\$32,000-\$34,000 Max DOE

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 is a combined role of Academic Advisor and a focus on First Year Experience (FYE)/1st generation outreach for Student Services. The Academic Advisor is responsible for providing academic, personal and resource advising and referral and/or classes essential to student success. The Advisor will work in close collaboration with the advising staff. This position is responsible for coordination and follow-up meetings for 1st generation students and collection of 1st generation data for all NWIC sites, which may include extended campus visits.

DUTIES AND RESPONSIBILITIES

Student Services Team Goals

1. Improve student persistence and graduation rate.
2. Support students on course selection and navigation of the bureaucracy of college life.
3. Collaborate with advisors and Center for Student Success staff on student activities and events.
4. Organize quarterly new student orientation & maintain online orientation.
5. Assist with data collection and implementation of Advising Assessment Plan

Outreach Goals

1. Provide support and activities to FYE/1st generation students throughout their first year.
2. Build and maintain a database of FYE/1st generation students.
3. Regularly meet with students for support and follow-up on referrals.
4. Collaborate with faculty and staff on FYE/1st generation student courses.
5. Maintain communication with Enrollment & FYE faculty and staff for data relevant to First Generation students.
6. Assist and support the Achieving the Dream initiative.

Academic Advising

1. Assist students in the selection of appropriate courses and concentrations in terms of student's stated preferences.
2. Answer student inquiries and resolves problems related to curriculum and course prerequisites, referring to catalogues, written course descriptions, and other appropriate sources.
3. Initiates and maintains individual student files as appropriate, updating and evaluating file as new information is received.
4. Assist students that need support in completing financial aid files and completing applications for federal, state aid or scholarships.
5. Assist students with access to book vouchers.
6. Track satisfactory progress of FYE/1st generation 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. Continue to follow-up with students on a regular basis.
7. Assist students that are exploring or undecided about their program of study develop an educational plan.
8. Assist students in identifying any barriers to their academic success and assist them in problem-solving, managing stress, time management and/or other FYE/1st generation barriers.
9. Provide academic intervention, referrals, student meetings, support and encouragement to enable the student to stay in school while addressing their personal goals.
10. Participate in other student support services activities or committees as requested by the Senior Advisor.
11. Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

There are no supervisory responsibilities currently associated with this position.

QUALIFICATIONS REQUIRED to perform this position successfully:

Minimum Qualifications

- Bachelor's degree in educational counseling, social work, or related area;
- Work experience in higher education or academic counseling;
- Proven ability to work in a team environment in order to achieve strategic and departmental goals;
- Strong interpersonal skills and an ability to work well with all people.

Preferred Qualifications

- Master's degree with experience in education, student affairs or related field;
- Two years full-time counseling or career advising experience;
- Experience with first-generation college, low-income, ethnically diverse individuals and groups, and/or persons with disabilities;
- Previous experience working with Native Americans in a tribal college or in the community.

Other Qualifications: Must have a current driver's license and driving abstract that meets employer qualifications for insurability; must have 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 add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

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.

Computer Skills:

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

Other Skills and Abilities:

- Ability to handle confidential and proprietary information with utmost discretion;
- Able to represent the College in a positive and professional manner;
- Maintain professional work relationships;
- Ability to work under stressful situations;
- Communicate well orally and in writing;
- Must have excellent interpersonal/people skills;
- Ability to be a self-starter and sustain a high level of activity with minimal supervision.

APPLICATION PROCESS

Interested individuals should submit all of the following application materials directly to the NWIC Human Resources office only

- 1) NWIC Exempt Application
- 2) NWIC EEO Form
- 3) Cover letter or letter of application
- 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)

A complete job announcement and application forms are available at www.nwic.edu/jobs or may be requested from and submitted directly to:

Northwest Indian College
Director of Human Resources
2522 Kwina Road
Bellingham, WA 98226-9278
Telephone/Fax: (360) 392-4230
E-mail: employment@nwic.edu