



JOB ANNOUNCEMENT

Human Services Instructor/Curriculum Developer

OPENING DATE: March 17, 2017
REVIEW DATE: Extended to May 1, 2017
CLOSING DATE: Open until filled
LOCATION: NWIC Main Campus
SUPERVISOR: Department Chair
SALARY: \$39,000 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.

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 Human Services Instructor/Curriculum Developer would likely teach some combination of the following: human service techniques, theory and policy for the human service professional, applied youth development, and introductory sociology. New courses may also be developed to support the program. Specializations of interest could include native youth development, Native-cultural social work, native social action and community development, and mental health. The Instructor will be expected to acknowledge the cultural perspective of students, use a variety of methods to convey necessary knowledge and skills, and develop student self-esteem.

Primary Duties

1. Teaching and curriculum development is the first focus. The faculty member is expected to teach 15 credits per quarter. The faculty member will also be responsible for curriculum design and redesign as necessary. This is part of the ongoing program design and assessment process, which requires a large time commitment.
2. Advising is the second focus. Faculty at NWIC are expected to serve as academic advisors for students within the program of study. An important part of this focus is meeting and coordination with the Center for Student Success (CSS) advisors.
3. Professional development is a necessity, as the field of human services is constantly changing, this serves as the third major focus. This position requires the faculty member to maintain current with the literature and research in the field by participating in professional development opportunities, conferences, conducting literature reviews, and collecting and analyzing data.

Secondary Duties

1. Teach across discipline when necessary particularly the Native Studies Leadership program.
2. Remain current with the literature and research in their field by participating in conferences, conducting literature reviews, collecting and analyzing data, and publishing their work in journals and books.
3. Demonstrates the ability to interact and communicate effectively with students, local communities, and elders.
4. Conduct moderate to complex research tasks that contribute to the body of knowledge in Native Studies.
5. Identify appropriate historical and culturally significant resources for use in the curriculum.

Essential Duties & Responsibilities:

1. Develop course syllabi and curricula.
2. Submit necessary reports where applicable such as enrollment, progress and grading information in a timely manner.
3. Order textbooks and supplies in advance of courses taught following established college timelines.
4. Create an environment, a presentation style and a pace in which learning is enhanced.
5. Maintain at least ½ hour of office availability each week for each credit of lecture class taught.
6. Participate in the assessment of student learning outcomes; and our assessment work on an institutional level.
7. The faculty member is responsible for contributing to the overall functioning of the college through participation on committees.

Supervisory Responsibilities:

This job has no supervisory responsibilities.

QUALIFICATIONS REQUIRED to perform the position successfully:

Minimum Qualifications:

- Bachelor's degree in Human Services, **or** related discipline such as Sociology, Psychology, Human Development; Experience teaching at the postsecondary or secondary level.
- 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:

- Master's degree in Human Services, **or** related discipline such as Sociology, Psychology.
- Experience working in a tribal college setting.
- Experience with and sensitivity to Native American people and cultural customs.
- Experience working with and advising adult students.
- Experience working with adult distance learning programs.
- Ability to work well on an independent basis with minimal supervision.

Other Skills and Abilities:

- Ability to utilize 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.
- 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