JOB ANNOUNCEMENT

NICMERE Associate Director – F/T
(National Indian Center for Marine Environmental Research & Education)

OPENING DATE: December 1, 2015
REVIEW DATE: December 15, 2015
CLOSING DATE: Open until filled
START DATE: October preferred
LOCATION: NWIC Main Campus
SALARY: $40,000 to $50,000 – DOE
SUPERVISOR: NICMERE Director

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 is primarily responsible for implementing the vision of NICMERE and the Salish Sea Research Center as a renowned research center that promotes development of NWIC students as Indigenous scholars. The Salish Sea Research Center (SSRC) is uniquely positioned to connect marine ecology with the cultures of the Northwest Coast to grow the resilience of communities and ecosystems. Northwest Indian College’s Salish Sea Research Center brings the tools and technologies to our students, on reservation, to ask the questions they find most compelling in a supportive, scientific environment. Through the SSRC, Indigenous people can ask the questions that matter most in their lives using a mixture of traditional and non-traditional methods. Generally, this research can be described under two umbrellas: environmental health and the history of human interaction in this area. To understand the human footprint on Salish Sea, we acknowledge that people have always been here and we ask what lessons can be learned about how they promoted sustainability and how they interacted with the Salish Sea in a respectful manner. Examples of our research include multiple projects to explore the natural and cultural context of traditional mariculture practices. Specifically, we are focusing on clam gardens, hand constructed rock walls built to expand suitable bivalve (clams and cockles) habitat seaward by increasing the sedimentation rate of suspended silt particles at low intertidal elevations. Grounded in Coast Salish culture, we weave marine ecology and place-based research to build the ecological and cultural resilience of the Salish Sea.

The NICMERE Associate Director will develop new research programs and obtain the funding to sustain those programs and this position. This position will also carry administrative and teaching responsibilities. The Associate Director is expected to spend their effort roughly as follows: 50% grant
funded research, 25% administrative, and 25% teaching. This position will be sustained through competitive awards that the Associate Director is expected to generate. Working with the NICMERE Director and science faculty the Associate Director will maximize Tribal College specific awards (e.g., NIFA) and develop partnerships for open competition awards.

The NICMERE Associate Director will:

- Work with the NICMERE Director to cultivate and strengthen relationships between Northwest Indian College and tribal, federal, and state government agencies and other institutions.
- Participate in NWIC Land Grant visioning and implementation of that vision.
- Provide leadership for the development of an active research program in the biological and environmental sciences at Northwest Indian College.
- Develop grant proposals for research projects.
- Conduct environmental science research, involving students as interns and technicians.
- Teach environmental science courses, at least one per year.
- Work with science faculty to create shared vision for research at NWIC.

QUALIFICATIONS REQUIRED to perform this position successfully:

Minimum Qualifications

- M.S. in Fisheries Science, Oceanography, Biological Oceanography, Environmental Science, Biology, Chemistry, Geography or a related discipline;
- Two years’ experience conducting scientific research;
- Experience writing research articles that are published in scientific journals;
- Experience with writing grant proposals and managing grant-funded projects;
- Broad interests in the environmental sciences and ecology;
- Ability to communicate effectively both orally and in writing; and
- Strong interpersonal skills

Preferred Qualifications

- Doctorate in Fisheries Science, Oceanography, Biological Oceanography, Environmental Science Biology, Chemistry, Geography or a related discipline;
- Experience working with Tribal organizations on environmental issues;
- Experience working in Native American communities;
- Experience implementing and/or administering research projects and facilities; or
- Any combination of the above that the initial screening committee deems appropriate.

DUTIES AND RESPONSIBILITIES

1. The primary focus of the NICMERE Associate Director is to work with the NICMERE Director to cultivate and strengthen relationships between Northwest Indian College and various government agencies and institutions such as Pacific Northwest tribal natural resource agencies, NOAA Fisheries Science Center, US EPA, University of Washington Sea Grant, UW Friday Harbor Marine Laboratories and others, to expand opportunities at the NWIC main campus and extended campus sites. The Associate Director will work to establish collaborative relationships that provide opportunities for student internships with these agencies and institutions, and for agency staff to come to the college to lead workshops and collaborate with NWIC faculty to teach courses. The Associate Director will facilitate internship opportunities for students at agencies and organizations near the main campus and/or extended campus sites.
2. Another focus of the position is to provide leadership for the development of an active research program in the biological and environmental sciences at Northwest Indian College. This will involve working with the NICMERE Director and science faculty to prepare grant proposals for research in a variety of scientific disciplines in the environmental sciences (e.g., freshwater biology and chemistry, marine biology and chemistry, botany, water quality). The NICMERE Associate Director will conduct research in aquatic/fisheries/environmental sciences, manage grant-funded research projects, work with the Science Coordinator to track grant budgets, and mentor faculty researchers to ensure that project objectives and reporting requirements are met. The Associate Director will supervise and mentor students participating in research during summer and academic year internships.

3. A third focus of the position is teaching. The NICMERE Associate Director will develop and/or teach at least one course per year. Courses will be offered through distance learning or hybrid formats to serve both the main campus and extended campus sites. The faculty member is expected to support students in completing Associate degrees and the B.S. in Native Environmental Science degree. The Associate Director is responsible for course preparation, curriculum design, and assessment of course and program outcomes.

SUPERVISORY RESPONSIBILITIES
May supervise a laboratory technician and two or more student interns conducting research. May carry out supervisory responsibilities in accordance with the college's personnel policies and applicable laws.

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

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

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 Personnel Office only. Internal applicants should complete a NWIC Internal Mobility Application and return it to Human Resources. All internal candidates are given first consideration in the interview and selection process.

1) Complete an NWIC Administrative/Faculty Application and EEO Form
2) Cover letter or letter of application
3) Current and complete professional resume
4) Three letters of recommendation from college sources, employers, or individuals who have firsthand knowledge of your qualifications for the position (professional references)
5) Copies of transcripts required at application (originals required if hired)

A complete job announcement and application 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