JOB ANNOUNCEMENT
Native Environmental Science Faculty – Nez Perce Site – F/T

OPENING DATE: October 20, 2017
REVIEW DATE: November 17, 2017
CLOSING DATE: Open until filled
START DATE: January 2018
LOCATION: NWIC Nez Perce Site
SUPERVISOR: Native Environmental Science Department Chair / Nez Perce Site Manager
SALARY: $40,000 to $45,000 Max DOE (Faculty Schedule)

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. (Note: Salary is based on a nine-month faculty schedule. Opportunities exist for supplemental summer salary through teaching or grant-funded research).

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 Native Environmental Science Department and Nez Perce site invites applicants for a full-time faculty position in the area of Native Environmental Science, to begin January 2018. The responsibilities of this position include teaching, student advising, community engagement and networking, internship supervision and recruitment. In addition, the BSNES faculty will work closely with other BSNES faculty and the Department Chair located at Lummi Nation campus, and attend Teaching and Learning Trainings when appropriate. The faculty member will also acknowledge and support the cultural perspective of the students, using a variety of methods to convey necessary knowledge and skills and to promote student success. This position is contingent on the enrollment of students in the BSNES program at the Nez Perce site and will be reviewed on an annual basis. It is possible for the position to be supplemented by grant research funds and summer teaching.

DUTIES & RESPONSIBILITIES
The main components of work as faculty member are teaching, academic student advising and mentoring, scholarship and research, committee work and service. The faculty member will be expected to participate in grant-funded projects that support the College’s mission and will be encouraged to develop (and seek funding) to support his or her own research agenda.

- Instruction. Instruction is a primary focus of this position. The successful candidate will teach 10 to 15 hours of courses quarterly, with adjustment to the teaching load based on time spent in course design and development, participation in research, and management of research. The faculty member is expected to support students in completing the B.S. in Native Environmental
Science degree program and is responsible for course preparation, curriculum design, and assessment of course and program outcomes.

- **Academic advising and mentoring.** Student academic advising and mentoring is another central focus of the position. The faculty member is expected to meet regularly with and provide academic advising to students as well as serve on senior capstone committees, for both the Environmental Science Option (ESO) and Interdisciplinary Concentration Option (ICO) of the B.S. in Native Environmental Science (BSNES) degree.

- **Scholarship and research.** Maintaining an active scholarship and research agenda in issues pertinent to the communities that NWIC serves is another important component of this position. The faculty member is expected to remain current with the literature and research in their field of study. In addition, supporting research experiences for undergraduates (REUs) – including internships – is highly encouraged.

- **Committee work and service** is the fourth major component. The faculty member is responsible for contributing to the overall functioning of the college through participation on committees and teams. In addition, the work involves maintaining collaborative relationships with partner institutions, such as Huxley College of the Environment at Western Washington University.

### Teaching Responsibilities
1. Teaching courses.
2. Submit necessary reports 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 a learning 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. Present a Native American cultural focus.
7. Submit information to supervisor regarding scheduling proposals, budget needs and travel requests in a timely manner following established timelines.
8. Attend BSNES Department Meetings (call-in) and work closely with the Department Chair.

### SUPERVISORY RESPONSIBILITIES
May supervise two or more student interns who are conducting research. May carry out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

### Minimum Qualifications
- Master’s degree in the field of Science.
- Willingness to understand the cultural perspective of the community and to incorporate that perspective into the presentation of courses.
- Thorough knowledge of subject matter.
- Ability to present information in a variety of ways. Able to communicate clearly, concisely and respectfully.
- Proven ability to work in a team environment in order to achieve strategic and departmental goals.
- Strong teaching record.
- Strong interpersonal skills and an ability to work well with all people.
**Preferred Qualifications**

- PhD Degree in related field.
- Experience teaching in a Tribal College.
- Prior work in a tribal education setting.
- Prior administrative and/or teaching experience in a post-secondary academic setting.
- Experience working on a reservation and/or for a tribal or urban Native American organization. Experience working with adult distance learning programs.
- Knowledge of AIHEC tribal college system.
- Knowledge of Canvas.

**Other Skills and Abilities:**

- Ability to present information in a variety of ways. Able to communicate clearly, concisely and respectfully.
- Proven ability to work in a team environment in order to achieve strategic and departmental goals.
- Preference is given to those with experience working in Native communities.
- Must be culturally knowledgeable and comfortable working in a tribal setting.
- Strong interpersonal skills and an ability to work well with all people.

**Other Qualifications:** Must have a current driver’s license and a driving abstract that meets employer qualifications for insurability.

**Computer Skills:**

- To perform this job successfully, an individual should have knowledge of basic word processing, spreadsheet software; internet and email in addition to proven competency with networks and teleconferencing.

**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