NORTHWEST INDIAN COLLEGE
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JOB ANNOUNCEMENT
Information Technology Instructor - PT

OPENING DATE:	August 10, 2017
REVIEW DATE:	August 25, 2017
CLOSING DATE:	Open until filled
START DATE:	September 18, 2017
LOCATION:	Lummi Campus
SALARY:	$42.00 per credit hour

The salary is based on a quarterly faculty contract, with the *possibility* of supplemental summer salary through research grants and/or summer teaching.

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 Information Technology Instructor will organize and instruct classes for individuals interested in gaining proficiency in computer terminology and hardware and software. Opportunities for "hands-on" experience using microcomputer applications software may include spreadsheets, word processing, graphics and database management systems.

DUTIES & RESPONSIBILITIES
- Maintain a teaching assignment for classes.
- Plan course instruction based upon approved syllabus/outline provided, to assure course content and objectives are met.
- Utilize a variety of teaching styles and methods to accommodate diverse learning styles of students.
- Design, administer and grade examinations to assess achievement of course objectives as identified in the syllabus.
- Provide quality delivery of course information in a participatory, interactive format based on approved program curricula.
- Provide guidance and academic support to students to facilitate successful course completion.
- Comply with all institutional, accrediting and regulatory agency policies and procedures.
- Actively work to maintain retention in all classes taught, by maintaining accurate attendance records daily
- A solid foundation in computer operations is the main skill Distance Learning
- Must frequently interact with people who lack computer experience.
- Must also have a great eye for detail and organizational abilities; creating attractive and easy-to-use tools for students is the goal of anyone involved in e-learning.

SUPERVISORY RESPONSIBILITIES
This job has no supervisory responsibilities.

QUALIFICATIONS REQUIRED
Minimum qualifications:
- Bachelor's degree (or equivalent) in Computer Technology or related area.
- Experience with curriculum development and job-training program development.
- Experience and working knowledge of computer programming, networking, and telecommunications. Access to a computer with high-speed internet and webcam to teach Video-Conference Hybrid modality.
- Experience teaching at the postsecondary level.
- Ability to work with students using interactive and innovative techniques to reach developmental students with diverse learning styles.
- Ability to communicate effectively in a verbal and written manner with students and peers.
- Excellent interpersonal/people skills.
- Excellent organizational skills, handling multiple tasks and numerous student files.
- Ability to incorporate student outcomes within courses and programs.

Preferred qualifications:
- Experience in a community college or university is preferred, with experience in a setting similar to NWIC highly desired.
- Experience working with adult distance learning programs is highly desired.
- Ability to work well on an independent basis with minimal supervision
- Experience working with and advising adult students.
- Experience with and sensitivity to Native American people and cultural customs.

Language Skills:
Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills:
Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability:
Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.,) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

Computer Skills:
To perform this job successfully, an individual should have knowledge of Internet usage; Microsoft Office suite and the ability to work with the JICS database system.

Physical Demands:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand for presentations; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; talk or hear and taste or smell. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and distance vision.

Work Environment:
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.

The noise level in the work environment is usually within a classroom environment and ranges from moderate to loud.

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 or curriculum vitae
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