

JOB ANNOUNCEMENT

Program Coordinator of Two-Year Programs of Study – FT

OPENING DATE: October 13, 2016
REVIEW DATE: October 26, 2016
CLOSING DATE: Open until Filled
START DATE: ASAP or 2 weeks after acceptance
LOCATION: NWIC Lummi Campus
SUPERVISOR: Dean of Academics and Distance Learning
SALARY: \$45,000 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.

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

Under the direction of the Dean of Academics and Distance Learning, the 2 year Program Coordinator is the academic, assessment and services leader of the 2 year programs and is responsible for its overall development and academic integrity. The position provides leadership and coordination for all activities in the 2 year programs (which include the Associates of Arts and Sciences/General Direct Transfer, Early Childhood Education, Information Technology and Chemical Dependency), including setting program direction, establishing priorities with faculty members and promoting a continuous improvement model. The position provides guidance on program promising practices with the Developmental and First Year Experience faculty to enhance our student success agenda.

The Program Coordinator works with Department Chairs to administer the 2 year programs and improve academic services and programs offered by NWIC. The Program Coordinator is responsible for ensuring high quality classroom instruction by supporting faculty members in the various 2 year programs, supporting the professional development of the instructors, and by developing curriculum and pedagogical practices that are consistent with the mission and goals of the College and its programs. The Program Coordinator will take the lead for the development of the 2 year capstone courses and work with the 4 year Department Chairs to implement capstone courses throughout all 2 year programs. The Program Coordinator engages in other committee work when appropriate. The Program Coordinator will also be responsible for supporting facilitation with the Lummi Nation School MOU, assist with the creation/increase of curricular alignment between the college and the high school, and work with the Lummi Nation School to provide opportunities for students to transition to NWIC.

DUTIES AND RESPONSIBILITIES

- 1. Leadership and Management.** This position will lead the 2 year programs in adhering to the College's stated mission, goals and program outcomes and the promotion of NWIC's commitment to student success. This position will provide leadership, initiate, monitor and participate in all assessment activities.
- 2. Assessment.** This position tracks and implements our assessment process for our 2 year programs by working with faculty to implement the assessment process.
- 3. Program Funding** This position directly participates in the identification of potential funding sources and oversees/prepares grant proposals to secure program support for our student success agenda. This position oversees the budgetary process for the 2 year programs communicating directly to the Academic Dean on budgetary needs or plans.
- 4. Collaborative Partnerships.** This position maintains strong working partnerships between institutions of higher education. This position promotes effective relationships with NWIC's extended sites regarding our assessment process.
- 5. Curriculum and Instruction.** This position works with faculty to implement the core required courses, in alignment with our institutional outcomes and ensuring a native framework for the curriculum. This position works with 2 year program faculty to ensure curricular consistency and that native knowledge is the framework for the curriculum. The position leads the 2 year programs to develop and revise curricula and instructional practices, develops and reviews curriculum, leads the curricula review process, and prepares reports. The position will work with the Dean of Indigenous Education to design a different framework regarding building the capacity of faculty to teach at NWIC. The position takes an active role in the accreditation process from a 2 year program perspective in relation to our Core Themes. The program coordinator will be responsible for teaching one course annually if appropriate.
- 6. Institutional Participation.** This position participates in regular meetings of all department chairs to discuss and evaluate curricular issues and to ensure effective and collaborative decisions across departments. This position consults with CSS and faculty on student academic issues, including placement, registration, advising, drop/add processes, and Administrative Withdrawal procedures. This position serves on committees that address larger academic and institutional operational and planning initiatives. This position participates in departmental and college-wide hiring processes when appropriate and at the request of the Vice President of Academics and the Center for Student Success.

QUALIFICATIONS REQUIRED

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Qualifications

- Master's degree in Education or other relevant field.
- At least two years of administrative experience including curriculum development and oversight and grant budget management at a higher education institution.
- College level teaching experience (may be concurrent with administrative experience), preferably with experience teaching Native American students.
- Experience with and sensitivity to Native American people, their history and culture.
- Strong written and oral communications skills.

Preferred Qualifications

- Understanding and support of the co-articulation of Western and Native perspectives. The 2 year Program Coordinator will provide students a rigorous academic program bringing together contemporary education and indigenous ways of knowing. A strong background in and understanding of the relationship between the FYE and Developmental Education. Knowledge of course work which is designed to introduce students to how Native Culture, history, language, and values can help meet the diverse needs of the people they will serve.
- Successful experience in grant writing for program support and expansion.
- Experience with assessment models.
- Experience working with a tribal college and/or a tribal community.
- Experience with promising practices regarding 2 year programming and sustaining student success.
- Experience working in a college setting and in a team environment.
- Experience working with and collecting data for informing student success issues.

SUPERVISORY RESPONSIBILITIES

This position has no assigned supervisory responsibilities.

APPLICATION PROCESS

Interested individuals should submit the following application materials directly to the NWIC Human Resources Office only.

1. NWIC Application Form
2. NWIC Equal Employment Opportunity Form
3. Cover letter
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)

The job announcement and application materials 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