

**JOB ANNOUNCEMENT**  
**RESIDENT ADVISOR – P/T – 10 months**

**OPENING DATE:** June 9, 2017  
**REVIEW DATE:** August 28, 2017  
**CLOSING DATE:** Open until filled  
**START DATE:** ASAP or 2 weeks after acceptance  
**LOCATION:** NWIC Main Campus  
**SALARY:** \$5,000/year 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**

The Resident Advisor (RA) position is a live-in position at the Northwest Indian College Residence Life Center (RLC). Under the direct supervision of the Director of Residence Life, the RA establishes a responsible community in their designated area and shows sensitivity to the personal, academic and social needs of their students. The RA will enforce and abide by policies of the NWIC Residence Life Center and Food Service Program, Washington State laws and the Lummi Nation Tribal Laws. They will serve as a peer-mentor for all students residing at the NWIC Residence Life Center and facilitate educational and social programs for all residing students. The RA must maintain a presence in his/her living community on nights and weekends. The RA is responsible for contributing to positive work relationships and participating as a team member with the Center for Student Success.

**JOB RESPONSIBILITIES** (*include but are not limited to*):

1. Perform weeknight and weekend duties with other Resident Advisors.
2. Provide educational and social programs each month and hold area meetings as directed by the supervisor.
3. Coordinate ongoing student activities.
4. Attend weekly staff meetings, ongoing in-service & trainings as scheduled.
5. Serve as a peer-mentor and adviser to approximately 40 Residence Life Center Students.
6. Monitor the academic progress of students.
7. Be aware of all support services for students in the community.
8. Maintain an atmosphere that enhances student's academic and personal growth.
9. Educate students regarding NWIC Housing Policies.
10. Intervene in student crisis and emergencies such as suicide attempts, drug overdoses, alcohol and drug abuse, and other health problems.
11. Performs safety duties by monitoring door access, the fire alarm system, and residents and their guests entering the building.

**JOB DUTIES** *(include but are not limited to):*

- Work closely with Instructional and student services staff on main campus to provide quality delivery of education.
- Maintain a filing and tracking system for residents.
- Schedule use of common area for student activities.
- Attend Staff/Faculty in-service training as requested at the NWIC Main Campus.
- Record any maintenance needed, fill out work orders and follow up on completion.
- Work at front desk in rotation with other staff members.
- Other duties as assigned.

**MINIMUM QUALIFICATIONS:**

- 2<sup>nd</sup> & 3<sup>rd</sup> Year Student making progress towards graduation.
- Experience with and sensitivity to Native American people and cultural customs.
- Excellent verbal and written communication skills.
- Excellent organizational skills, including good technical and clerical skills.
- Excellent customer service skills.
- Internet, E-Mail, and Microsoft Office 2000 expertise.
- Ability to be a self-starter and sustain a high level of activity with minimal supervision.

**DESIRABLE QUALIFICATIONS**

- Prior work in an educational or residential setting.
- First Aid/CPR training
- Knowledge of tribal college system is highly desired.
- Experience working in a team environment.

**Other Qualifications:**

- Must have a current driver's license and a driving abstract that meets employer qualifications for insurability.

**Language Skills:**

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**Mathematical Skills:**

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**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.

**Computer Skills:**

- To perform this job successfully, an individual should have proficient computer skills and competence with the usage of Internet, E-Mail, and Microsoft Office.

### **Other Skills and Abilities:**

- **Confidentiality** – Must be able to maintain a high level of confidentiality as an administrative professional. Federal regulations require the highest standards of privacy in regard to student records;
- Maintain professional work relationships;
- Communicate well orally and in writing; and
- Preference will be given to applicants with experience working in Native communities.

### **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](mailto:employment@nwic.edu)