

JOB ANNOUNCEMENT Science/Career Advisor - FT

OPENING DATE: September 28, 2015
REVIEW DATE: October 9, 2015
CLOSING DATE: Open until Filled
START DATE: As soon as possible
LOCATION: NWIC Main Campus
SUPERVISOR: Dean of Students
SALARY: \$32,000 to \$34,000 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

This position is a combined role of Academic and Career Advisor focusing on students working toward or enrolled in Bachelor of Science Native Environmental Science (BSNES) degree. The Academic and Career Advisor is responsible for providing services essential to students' success in their program of study, including course selection and degree planning and job/internship search skills. This position will work in close collaboration with the advising staff, science faculty and faculty advisors. This position is responsible for coordinating advising and referral for BSNES students, including follow-up meetings and support throughout the academic year.

DUTIES & RESPONSIBILITIES

Student Services Team Goals

1. Improve student persistence and graduation rates.
2. Collaborate with student services staff on annual events, for example: Graduation, Career Fair, Transfer Fair, Orientation, student activities, and site visits.
3. Support students on course selection & navigation of the bureaucracy of college life.

Academic Advising

1. Advise Students working toward the Bachelor of Science in Native Environmental Science program in both options: a) the structured/prescribed Native Environmental Science concentration and b) the Interdisciplinary Concentration, where students work with a committee to develop a self-designed Native Environmental Science-based degree.
 - a. Provide academic advising support particularly to students enrolled in the Interdisciplinary Concentration, as students find it challenging to design their own degree program
 - b. Assist students in the selection of appropriate courses and concentrations in terms of student's stated preferences.

- c. Answer student inquiries and resolve problems related to curriculum and course prerequisites, referring to catalogues, written course descriptions, and other appropriate sources.
- d. Initiates and maintains individual student files as appropriate, updating and evaluating files as new information is received. Track BSNES students in Jenzabar database and work with the Enrollment Office to generate reports as needed.
2. Coordinate annual Career Fair with advising staff and science faculty.
3. Collaborate with faculty on critical BSNES courses, such as NESC 293, 393, and 493 Seminar series, and participate in Science Department meetings
4. Coordinate faculty advising- hold quarterly advising days where students who have earned 45+ credits select courses and register with a faculty advisor
5. In collaboration with faculty and the service learning director, facilitate Internships / Service Learning: work with tribal and non-tribal employers to identify and develop paid summer internships and year-round volunteer service learning opportunities for upper division students.
6. Recruit and train BSNES student mentors enrolled in upper division courses to support new BSNES students.
7. Support students' efforts to move on to graduate school and/or help them identify relevant employment.
8. Support students' job and internship searches by providing workshops and advising on topics such as: career exploration, resume and cover letter writing, and interviewing.
9. Assist students in accessing financial resources including following up with students that need assistance in completing financial aid files and completing applications for federal, state aid or scholarships.
10. Assist students in identifying any barriers to their academic success and assist them in problem-solving, managing stress, time management and/or other challenges.
11. Provide crisis intervention, referrals, student meetings, support and encouragement to enable the student to stay in school.
12. Participate in other student services activities or committees as requested by the Dean of Student Life.
13. Assist in building a strategic commitment and partnerships that will enable significant expansion of four year degrees. And assist with building capacity around what it means to be a "Bachelor Degree student."

SUPERVISORY RESPONSIBILITIES

This position may supervise student mentors and / or interns in accordance with the College's policies and procedures. Responsibilities may include interviewing, hiring, and training student employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.

QUALIFICATIONS REQUIRED

Minimum Qualifications

1. Bachelor's degree in educational counseling, social work, or related area;
2. Work experience in higher education or academic counseling;
3. Proven ability to work in a team environment in order to achieve strategic and departmental goals;
4. Strong interpersonal skills and an ability to work well with all people are all required.

Preferred Qualifications

1. A Master's degree with experience in science, student affairs, or related field;
2. Two years full-time counseling or career advising experience;
3. Experience with first-generation college, low-income, ethnically diverse individuals and groups, and/or persons with disabilities;
4. Previous experience working with Native Americans in a tribal college or in the community;
5. An environmental science and/or interdisciplinary degree, minor, or relevant coursework are all highly preferred.

Other Qualifications:

- Must have a current driver's license and driving abstract that meets employer qualifications for insurability; Must have the ability to travel to various sites on occasion.

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 a working knowledge of Internet software; Spreadsheet and Word Processing software; Database systems, and Microsoft Outlook e-mail software.

Other Skills and Abilities:

- Ability to handle confidential and proprietary information with utmost discretion;
- Able to represent the College in a positive and professional manner;
- Maintain professional work relationships;
- Ability to work under stressful situations;
- Communicate well orally and in writing;
- Must have excellent interpersonal/people skills;
- Ability to be a self-starter and sustain a high level of activity with minimal supervision.

APPLICATION PROCESS

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

1. NWIC Exempt Application Form
2. NWIC EEO 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 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