

## JOB ANNOUNCEMENT

### Native Environmental Science Faculty/Academic Advisor – Swinomish – P/T (.36 FTE)

9 month, renewable annually (14.4 hours per week)

**OPENING DATE:** August 10, 2017  
**REVIEW DATE:** August 25, 2017  
**CLOSING DATE:** Open until filled  
**START DATE:** As soon as possible  
**LOCATION:** Swinomish site  
**SUPERVISOR:** Department Chair – BSNES Program/  
Swinomish Site Manager  
**SALARY:** \$12,547 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.

*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 Swinomish Site invites applicants for a part-time (.36 FTE) faculty position in the area of Native Environmental Science. 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 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 Swinomish 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 AND RESPONSIBILITIES

#### Teaching Responsibilities

1. Teaching courses.
2. Submit necessary reports such as enrollment, progress and grading information in a timely manner.
3. Ordering 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.

### **Advising Responsibilities**

1. Meet regularly with and provide academic advising to all second year students (45 + credits) who are assigned to them on a regular basis.
2. Other advising responsibilities include serving as the advisor for the AIHEC student conference and other College club activities.

### **Site Academic Coordination Responsibilities**

1. Develop partnerships needed to sponsor internships for extended site students.
2. Work with main campus staff to ensure that part-time instructors order and receive books and other instructional supplies from main campus.
3. Ensure part-time instructors submit mid-term and final grades by college deadlines.
4. Assist the Site Manager.
5. Participate in the planning of the annual schedule based on site needs.
6. Assist the Site Manager with the recruitment of part-time faculty from the local area.
7. Work with the Site Manager on issues involving facilities, equipment, and other issues, which impact academic operations.
8. In consultation with the Site Manager, report all academic concerns to the Dean of Academics and Distance Learning, and confer regularly with the Site Manager and site staff to discuss student and site issues.

### **SUPERVISORY RESPONSIBILITIES**

This position has no supervisory responsibilities.

### **QUALIFICATIONS REQUIRED to perform this position successfully:**

#### **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**

- Master's or 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 Washington K-20 (video-conferencing) Network.

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