

JOB ANNOUNCEMENT

Site Based Student Success Coordinator

OPENING DATE: January 13, 2017
REVIEW DATE: January 27, 2017
CLOSING DATE: Open until Filled
START DATE: ASAP or 2 weeks after acceptance
LOCATION: NWIC Lummi Campus
SALARY: \$41,000 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

The Site Based Student Success Coordinator is responsible for traveling to the tribal communities historically served by Northwest Indian College. This position requires extensive travel. This individual serves as the main representative of NWIC for these specific tribal communities. The Site Based Student Success Coordinator is responsible for overseeing and coordinating staff and processes related to organizations and activities that enrich college life for our students and the surrounding community. The Site Based Student Success Coordinator is responsible for the implementation of the NWIC Student Success Agenda strategies that may be appropriate for the sites.

DUTIES AND RESPONSIBILITIES

1. Represent Northwest Indian College and act as a liaison as assigned.
2. Assist students with admissions, financial aid and other college related questions.
3. Assist the site manager in academic advising services as needed.
4. Assist with retention efforts through site specific activities.
5. Assist with and promote student success activities with a focus on enhancing student success and persistence.
6. Provide administrative and technical assistance to students taking classes via face-to-face instruction, video and/or web-based technology.
7. Work closely with Instructional and student services staff on main campus to provide quality delivery of classes.
8. Maintain student activity data in the Student Life database and provide monthly, quarterly, and annual reports to the Dean of Academics and site managers.
9. Assists students, staff and community members in planning and coordinating various co-curriculum activities.

10. Implement and coordinate campus bookstore orders and correspond with faculty and bookstore representatives regarding book orders.
11. Provide information regarding College policies, regulations and procedures related to the formation of student clubs and the scheduling of specific special activities or events.
12. Develop and maintain a filing and tracking system for students at the site(s).
13. Attend Staff/Faculty in-service training as requested at the NWIC Main Campus.
14. Responsible for ordering equipment and supplies following NWIC Purchasing policies and procedures.
15. Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

There are no supervisor responsibilities associated with the position at this time.

QUALIFICATIONS REQUIRED

To perform this position 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

- An Associate's Degree in academic field or education.
- Experience working in a Tribal environment with Native communities.
- Knowledge and familiarity of Native American higher education issues.
- Experience with and sensitivity to Native American people, their history and cultural customs.
- Experience dealing with the barriers of Native American students entering post-secondary education programs.
- Strong computer proficiency, including use of Spreadsheet software, especially creating and managing Excel spreadsheets; using MS Word for word processing software, Windows applications and IBM-compatible computers, using Outlook, and searching the Internet.
- Strong written and oral communication skills.
- Ability to work independently.

Preferred Qualifications

- A Bachelor's Degree in academic field or education.
- Experience working in a college setting and in a team environment.

Other Qualifications:

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

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. 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 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