



JOB ANNOUNCEMENT

Site Manager - Muckleshoot

OPENING DATE: June 21, 2017
REVIEW DATE: July 5, 2017
CLOSING DATE: Open until Filled
START DATE: ASAP or 2 weeks after acceptance
LOCATION: NWIC Main Campus
SALARY: \$48,000 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.

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 Site Manager will oversee all Northwest Indian College activities at the Muckleshoot Extended Campus site in alignment with the College's mission, values and strategic initiatives. This individual serves as the primary representative of NWIC to the host community. This position will nurture and participate in a team approach with the Muckleshoot Tribe, NWIC main campus, and NWIC Cooperative Extension. The Site Manager will plan, develop and implement effective and efficient communication approaches which meet the academic, professional, technical and cultural needs of the community. The Site Manager facilitates the recruitment and supervision of part-time faculty for on-site instruction and support of program of study courses. The Site Manager is the first line recruiter and advisor to students at the Muckleshoot Site in accordance with established graduation timelines. This person will be responsible for helping students utilize and manage distance-learning technology.

The ideal candidate will have knowledge and experience in the operational duties and responsibilities involved in managing an Extended Campus site, while keeping communication open with all departments within our organizational structure. We are looking for a Site Manager who is student-oriented in approach and dedicated to student success. An ideal candidate will be skilled in motivating and assisting faculty in generating student engagement in learning. Innovative teaching strategies are encouraged at NWIC, including collaborative learning and the active use of technology. Experience with distance learning techniques and best practices are very much desired. We are looking for a Site Manager with an educational background and knowledge of instructional improvement through ongoing critical thinking about student learning outcomes in courses and programs, as well as relevant supervisory experience. Excellent communication skills with students, staff and faculty peers are essential. Awareness of performance management standards including measurement and feedback to the employees that results in

employees' growth. Ability to collaborate and work with, including listening to the needs of, the Muckleshoot community is essential. Be a visible role model for NWIC. The ability to be an effective team player will be critical to the success of this position.

DUTIES & RESPONSIBILITIES

1. Implement the Memorandum of Agreement (MOA) between NWIC and the Muckleshoot Tribe in consultation with the Dean of Academics and Distance Learning.
2. Represent Northwest Indian College and act as a liaison between the Muckleshoot Tribe's Education Department and NWIC main campus and Cooperative Extension.
3. Manage the Muckleshoot Site in alignment with the NWIC Strategic Plan, NWIC policies, process and procedures, and in cooperation with the Muckleshoot Tribe and other reservation-based educational partners; be responsive to the needs of the Muckleshoot Tribal College, and work at establishing meaningful communication.
4. Recruit qualified part-time faculty who will deliver classes with an educational approach that acknowledges tribal values and belief systems.
5. Provide on-site leadership and supervision of part-time faculty in a respectful manner;
6. Utilize and manage distance-learning technology.
7. Coordinate on-going recruitment of college bound students, with a focus on retention and graduation efforts consistent with NWIC academic goals.
8. Assist students with admissions, financial aid and other college related questions or tasks needed for college enrollment.
9. Provide academic advising services as needed to ensure students are taking appropriate courses toward degree completion; consult with the Muckleshoot Tribal College to determine and implement the advising needs of students.
10. Monitor students' academic progress and work collaboratively with the appropriate staff and resources to promote on time graduation.
11. Develop course offerings consistent with degree requirements, continuing education, and job skills training of students and the Muckleshoot Tribe's Education Department, including sending out electronic schedules to MTC each quarter.
12. Manage the site budget for the NWIC Muckleshoot Site.
13. Provide administrative and technical assistance to faculty offering classes via face-to-face instruction, video and/or web-based technology.
14. Work closely with NWIC main campus Instructional and Student Services staff to provide substantive delivery of classes; discuss with MTC staff the needs of students on an ongoing basis.
15. Develop and maintain a database and tracking system for students at the Muckleshoot Site to monitor academic progress and for regular reporting purposes.
16. Schedule use of facility/classrooms for course activities; turn in room use schedules to MTC staff in a timely manner.
17. Attend and actively participate in Staff/Faculty in-service trainings as requested by Dean of Academics and Distance Learning or designee.
18. Report to Muckleshoot Tribal Council on a quarterly basis.
19. Responsible for ordering equipment and supplies following NWIC Purchasing policies and procedures; meet with MIT Scholarship Program staff at least once a month to update on any concerns relating to MIT Scholarship recipients.
20. Meet with the MTC Administrator and Executive Director of Adult and Higher Education on a monthly basis to discuss how the program is going and if there are any concerns from NWIC and/or MTC.
21. Other duties as assigned by Dean for Academics and Distance Learning.

SUPERVISORY RESPONSIBILITIES

This position supervises a Site Assistant and may supervise full-time faculty and work-study positions as the needs of the site dictate. May carry out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS REQUIRED

Minimum Qualifications

- Bachelor's Degree in education, or related field.
- Two years of prior supervisory experience.
- Demonstrated ability and success working with a Native student population in an educational setting; Experience with and sensitivity to Native American people and cultural customs, preferably in a reservation environment.
- Ability to lead by fostering trust; inspiring, motivating and mutual respect of others.
- Demonstrated ability to promote and build a positive, collaborative relationship with key stakeholders including the Muckleshoot tribal organization, tribal community, and other educational partners; Knowledge of post-secondary institutions, financial aid and student advising skills.
- Knowledge of issues in Indian Country, particularly in post-secondary education.

Preferred Qualifications

- Master's Degree in related field.
- 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 be a self-starter and sustain a high level of activity with minimal supervision.
- Ability to be a team player and demonstrate excellent interpersonal skills.
- Excellent organizational skills, including technical fluency and clerical skills.
- Excellent customer service skills.

Computer Skills:

- To perform this job successfully, an individual should have the knowledge and ability to effectively manage the site using Internet, E-Mail, and Microsoft Office Suite.

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