



JOB ANNOUNCEMENT

Student Activities/Leadership and Indigenous Service Learning Coordinator – FT (12 months)

OPENING DATE: September 26, 2016
REVIEW DATE: October 10, 2016
CLOSING DATE: Open until filled
LOCATION: NWIC Main Campus
SALARY: \$40,000 to \$45,000 Max DOE
SUPERVISOR: Dean for Student Life and
Dean of Academic and Distance Learning

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 Student Activities /Leadership and Indigenous Service Learning Coordinator is responsible for the development and implementation of student leadership and indigenous service learning programs, activities, and services to enhance student success for the NWIC Lummi Campus and extended sites. The Coordinator works closely with various departments and students to provide involvement opportunities, social and educational programs that connect students to the campus and their respective communities. The Coordinator also participates in and assists with the planning and implementation of athletic events, student orientation, welcome week programs, and retention strategies and must participate in accreditation, strategic plan, and work plan initiatives. The Coordinator provides leadership for the for Student Activities program and Indigenous Service Learning program and oversees fund development; internal and external relations; fiscal, operations, program, and grant management; and is accountable for meeting organizational and programmatic goals.

DUTIES AND RESPONSIBILITIES

Student Activities/Leadership:

1. Support student club and organizations development with program planning, publicity, and leadership programs and services.
2. Implement student activities and leadership development through trainings, presentations for the campus community, and teaching a leadership course.
3. Oversee the management of the student activities operating budget.

4. Collaborate with CSS and Instructional staff for events and provide on-going support and training as needed for Faculty Club Advisors.
5. Provide leadership to the Student Executive Board as the co-advisor.
6. Maintain student activity data in the Student Life data base and provide monthly, quarterly, and annual reports to the Dean of Student Life.
7. Attend every Board of Trustees meeting to support Student Executive Board reports with students.
8. Provide advice and assistance in encouraging students to be involved in campus life.
9. Collaborate with the Athletic Director to provide support for the Athletic Department encouraging student participation, attending events and providing transportation when necessary.
10. Collaborate with the Director of Residence Life to provide regular weekend activities in support of the Residence Hall Resident Advisor(s) and students.
11. Co-lead the Retention Team with the Dean of Students to support all retention efforts, focusing on strength based interventions with students and utilizing the community relationships as a resource for academic achievement.
12. Coordinate student preparation and travel to AIHEC Spring Conference and AIHEC Winter Meeting. This includes but is not limited to chaperoning students and coaching for competitions/events.
13. Facilitate graduation committee meetings as the single point of accountability, oversee budget for graduation, and organize commencement ceremony (President has final approval).
14. Collaborate with Site Managers on planning/expanding student activities at extended NWIC campuses.
15. Provide a quarterly and annual calendar of student events/activities to market and promote events to increase student involvement.
16. Perform other duties necessary to the basic function of the position, and contribute to the programs and services offered within Student Services and the Center for Student Success.

Indigenous Service Learning:

1. Develop and manage indigenous service-learning/civic engagement/community engagement projects that address critical needs in the community while cultivating student learning and civic and workforce skill development.
2. Collaborate with faculty to integrate indigenous service-learning into their courses and facilitate student placement into service projects in the community.
3. Plan and implement three annual days of service: Make a Difference Day, MLK Day, and Earth Day.
4. Plan and implement summer ISL programming.
5. Participate in FYE Service Learning curriculum development.
6. Participate in Teaching and Learning Committee.
7. Monitor new grant solicitations and actively assist in the development of grant proposals and submissions.
8. Responsible for writing and submitting grant reports in a timely manner.
9. Manage expenditures from grant budgets as required.
10. Responsible for maintaining written records of all grant reports and activities.
11. Serve as the liaison with funding agencies and program partners.
12. Coordinate with community partners to assure projects are meeting the needs of the community.
13. Recruit, train, and supervise student leaders to help develop service-learning projects.
14. Collect and disseminate project assessment data.
15. Write progress reports to internal and external stakeholders about the impacts of the projects.

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 to perform the position successfully:

To perform this job 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:

Bachelor's Degree in Student Affairs or related field; two to four years of experience working with college students; proven commitment to student leadership development/leadership training; excellent communication and interpersonal skills; Strong commitment to meeting deadlines and milestones; Exceptional computer skills and working knowledge of database systems are all required.

Preferred Qualifications:

Master's Degree in Counseling, Psychology, Social Work, or related field; Experience working in a tribal college setting; Experience working with Native American adults either in the college environment or in the community; Proven knowledge of student development theory; Demonstrated expertise working with faculty, staff, parents and diverse programs and services are all preferred.

Other Qualifications:

Must have a current driver's license and driving abstract that meets employer qualifications for insurability. Must be able to work evenings and weekends.

Computer Skills:

To perform this job successfully, an individual should have a working knowledge of Internet software; Spreadsheet and Word Processing software and Database systems.

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; and
- Communicate well orally and in writing.

APPLICATION PROCESS

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

1. Complete an NWIC Exempt Application and EEO Form
2. Cover letter or letter of application
3. Current and complete professional resume
4. Three letters of recommendation from college sources, employers, or individuals who have firsthand knowledge of your qualifications for the position (professional references)
5. Copies of transcripts required at application (originals required if hired)

The complete 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
E-mail: employment@nwic.edu