

JOB ANNOUNCEMENT

Tribal Governance & Business Management Instructor – FT (9 months)

OPENING DATE: August 25, 2016
REVIEW DATE: September 9, 2016
CLOSING DATE: Open until filled
START DATE: As soon as possible
LOCATION: Lummi Main Campus
SUPERVISOR: TGBM Program Chair
SALARY: \$34,000-\$36,000 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 TGBM Instructor is responsible for teaching college-level Business and Tribal Governance courses and courses in Native American leadership, sovereignty, economic development, entrepreneurship, and management. Instructors shall acknowledge the cultural perspective of students, and use a variety of methods to convey necessary knowledge and skills, and develop student self-esteem. The faculty member is expected to prepare students for developing the fundamental skills and knowledge necessary to be productive and successful administrators in tribal community and business organizations. The faculty member is expected to prepare students for the completion of NWIC degrees.

DUTIES AND RESPONSIBILITIES

1. Teaching is the first focus. The faculty member is expected to teach 15 credit hours of courses quarterly. Extra classes will be added if the student count in courses is low. The faculty member is expected to prepare students for completion of NWIC degrees and to transfer to four-year institutions. The faculty member is responsible for curriculum design and redesign of classes. This is part of the ongoing program design and assessment process, which requires a large time commitment.
 - Develop course syllabi and curricula;
 - Submit necessary reports where applicable such as enrollment, progress and grading information in a timely manner;
 - Order textbooks and supplies in advance of courses taught following established college timelines;
 - Create an environment, a presentation style and a pace in which learning is enhanced;
 - Maintain at least ½ hour of office availability each week for each credit of lecture class taught;
 - Present in a Native American cultural focus;

- Participate in the assessment of student learning outcomes; and our assessment work on an institution level;
 - Participate in content area activities/work.
2. Advising is the second focus. Faculty at NWIC are expected to meet regularly with and provide academic advising to a group of students who are assigned to them. One aspect of advising will be ongoing meetings and coordination with student services advisors. Another aspect involves advising majors and also College club activities.
 3. Committee work is the third major focus. The faculty member is responsible for contributing to the overall functioning of the college through participation on committees.

Supervisor Responsibilities:

This job has no supervisory responsibilities.

QUALIFICATIONS REQUIRED to perform this position successfully:

Minimum and preferred education and experience

Master's degree in Business or Public Administration, or related discipline; Experience teaching at the postsecondary or secondary level (TA experience acceptable; instructor experience preferred); Must have excellent oral and written communication skills; Must have excellent interpersonal/people skills; Excellent organizational skills, handling multiple tasks and numerous student files.

Experience working in a tribal college setting; Experience working with and advising adult students; Experience with and sensitivity to Native American people and cultural customs; Experience working with adult distance learning programs; Ability to work well on an independent basis with minimal supervision are all highly preferred.

APPLICATION PROCESS

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

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

A copy of the job announcement and application forms are available online at www.nwic.edu/jobs, or can 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