



JOB ANNOUNCEMENT

Writing Mentor – TRiO Program – P/T

OPENING DATE:	May 26, 2017
REVIEW DATE:	July 5, 2017
CLOSING DATE:	Open until filled
START DATE:	September 11, 2017
LOCATION:	Lummi Main Campus
SUPERVISOR:	TRiO Program Director
SALARY:	\$7,137 for 9-month academic year (5-10 hours/week)

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 Writing Mentor will assist students with writing assignments required for baccalaureate coursework as well as capstone projects. The Writing Mentor will coordinate with the TRiO Coach Advocates and the Math and Writing Center staff to meet either one-on-one with students or with groups of students with similar needs or assigned work. The Writing Mentors are professional staff who help program students develop their writing skills. Mentors will meet regularly with students and will offer mentoring via teleconference (phone, Skype, email) to students at extended campus sites.

DUTIES AND RESPONSIBILITIES

1. Provide academic assistance to assigned students, either individually or in a group.
2. Work with instructors as necessary to assist students.
3. Attend periodic TRiO-SSS professional development trainings to increase competency in working with students.
4. Provide TRiO-SSS staff with regular updates on students' progress and needs.
5. Provide evaluations and other reports as requested by TRiO-SSS staff.
6. Help students develop a positive attitude and study skills.
7. Establish and maintain rapport with assigned students.
8. Maintain logs and records of contacts with students.
9. Be available to work 5-10 hours a week, sometimes less depending on need.

SUPERVISORY RESPONSIBILITIES

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

QUALIFICATIONS REQUIRED to perform this position successfully:

Minimum Qualifications

- Master's degree in English or a related field
- Evidence of strong writing skills
- Ability to work in a multi-cultural environment
- Excellent written and verbal communication skills
- Strong organizational skills
- Ability to work both independently and as part of a team
- Knowledge of NWIC programs, policies and procedures
- Ability to show up at regularly scheduled work hours and/or evening hours

Preferred Qualifications

- Experience with first-generation, limited income, and/or students with disabilities
- Experience working in Native American/Alaska Native communities
- Strong knowledge of technical writing within business and scientific disciplines
- Experience with TRiO Student Support Services

Language Skills:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Database software; Design software; software and Word Processing software, blog design and instructional technology.

Other Skills and Abilities:

- Ability in utilizing a variety of instructional delivery methodologies and a strong academic preparation in writing as evidenced by undergraduate and graduate level coursework;
- Preference is given to those with experience working in Native communities.

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