

JOB ANNOUNCEMENT

TRiO Academic Coach/Advocate – 2 FT Positions

OPENING DATE:	October 2, 2015
REVIEW DATE:	October 16, 2015
CLOSING DATE:	Open until Filled
START DATE:	ASAP or 2 weeks after acceptance
LOCATION:	NWIC Main Campus
SUPERVISOR:	TRiO Project Director
SALARY:	\$35,000 - \$37,000 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 Academic Coach/Advocate position provides holistic advising and guidance services to NWIC students and will also provide workshops to students in a variety of topics such as study skills, academic planning, internships, research and non-cognitive skills, etc. at the Lummi Main Campus and Extended Campus Sites. One Academic Coach/ Advocate will specialize in Career Planning and the other will specialize in Academic Preparedness. Both Coach/Advocates will also provide advising for students in 2 of the 4 baccalaureate degree programs (NES/TGMB & NSL/CARE).

DUTIES & RESPONSIBILITIES

- Collaborate with TRiO Director and Center for Student Success staff to develop, provide and evaluate academic, career, disability, and personal support workshops for participants.
- Provide students with timely and accurate educational information on degrees, certificates, courses, college policies and procedures, campus and community resources; conduct holistic advising; identify options for students to satisfy degree requirements, evaluate and make recommendations on changes to student programs of study, and assist students to completion.
- Provide consistent academic, personal, transfer, and career counseling to participants to increase retention and graduation rates.
- Guide students in development of effective problem solving skills, self-advocacy (empowerment), goal setting, and personal responsibility.
- Coordinate the college's intervention strategies; develop, implement, and coordinate intervention and success strategies related to the college's SAP policy.
- Conduct student success and new student workshops and presentation in collaborations with key student services and instructional departments.

- Develop, in collaboration with key student services staff, clear first-year admissions and new student communication to foster smooth transitions into Bachelor Degree programs.
- Create and manage content and outreach for Site and OL students on the web-based student information portal (JICS).
- Write content for student success and advising handbook and assist with revisions and editing.
- Attend all advisor training meetings and present information as needed.
- Serve as an effective communications link and reliable source of information for others.
- Maintain currency with statewide initiatives and mandates, as well as advising pedagogies and technology; and maintain related data and write related reports.
- Communicate with instructors, Academic Advisors, Department Chairs, and other internal programs and external agencies to provide participants with needed support and evaluation.
- Travel to Northwest Indian College extended sites and campuses to assist with educational development and assisting site managers and advisors in enrollment.
- Perform other duties as assigned.

In addition to the above duties:

The Coach/Advocate assigned to the TGBM/NES Programs will focus on career planning, including:

- Develop and implement career planning and employment preparation strategies consistent with the strategic goals of the College and the objectives of the program.
- Advise and advocate for TRIO/SSS students who will be entering the job market after graduation and those who are going on to graduate school.
- Develop, maintain, and distribute current materials used quarterly for job search and career exploration.
- Provide information regarding internship and service learning opportunities.
- Invite all SSS students who are undecided about their career interests to participate in career assessment and career advising.
- Conduct and document multiple monthly individual group and individual meetings with advisees.
- Offer information sessions on the graduate school application process.
- Assist students with graduate school applications.
- Help students to access preparation tools for required examinations.
- Set up graduate school tour opportunities.

The Coach/Advocate assigned to the NSL/CARE Programs will focus on academic preparedness, including:

- Advise TRIO/SSS students to help them move successfully through the research and upper level technical writing requirements of their baccalaureate program, and eventually, graduate school.
- Collaborate with faculty and baccalaureate department chairs and faculty to develop services that support BA/BS students in writing and research.
- Support writing skill building and workshops.
- Develop relationships with researchers at the college and the surrounding community to secure research internships for students.
- Work closely with students who are in academic probation status to develop a holistic strategy to help them to gain the support they need to move through their difficulties.
- Connect upper level baccalaureate students with lower level students to create mentoring relationships and support.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS REQUIRED

Minimum Qualifications:

- Master's Degree with experience in counseling, student affairs, or related area.
- Three years of previous work experience in higher education or academic counseling or advising.
- Previous work experience and skills in mentoring, tutoring, or counseling.

Preferred Qualifications:

- Experience with first-generation, limited income, ethnically diverse individuals or college students and groups and/or persons with disabilities
- Experience as a former TRIO/SSS program participant
- Experience working with Native Americans in a tribal college or in the community
- Previous academic/organizational program development experience
- Previous counseling/coaching experience

NSL/CARE Coach/Advocate Preferred Qualifications

- Strong understanding of “Place Based” education
- Knowledge of ethical research in native communities
- Ability to work and integrate into native communities
- Background in Human Services/Social Work/Native Studies
- Database management experience
- Data collection experience

TGBM/NES Coach/Advocate Preferred Qualifications

- Organizational development education/experience
- Strong familiarity with graduate study preparation
- Ability to network/negotiate tribal enterprise and development
- Ability to outreach and maintain alumni network
- Interdisciplinary background
- Strong quantitative skillset
- Grant-writing experience

Other Skills/Abilities:

- Excellent interpersonal and verbal skills to guide students in their academic decision-making.
- Ability to work in a team environment to achieve strategic and departmental goals.
- Strong interpersonal skills and an ability to work well with all people.
- Excellent organization and planning skills in dealing with career and transfer student populations.
- Database system skills.
- Proficiency in computer applications such as Word and Excel.
- Ability to work independently and accurately under pressure, and make decisions in accordance with established policies, procedures, and grant regulations.
- Attention to detail and commitment to accuracy in extensive record keeping.
- Ability to maintain confidentiality.
- Ability to interact with a diverse campus community.

APPLICATION PROCESS

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

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

The job announcement and application materials 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