

JOB ANNOUNCEMENT

TRiO Academic Coach/Advocate

OPENING DATE: March 17, 2017
REVIEW DATE: March 31, 2017
CLOSING DATE: Open until filled
START DATE: June 26, 2017
LOCATION: NWIC Main Campus
SALARY: \$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.

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 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. The Academic Coach/Advocate will work with clients to provide academic tutoring, advice and assistance in postsecondary course selection, education/counseling to improve financial and economic literacy, information and assistance in applying for Federal Student Aid and scholarships, and/or assistance in applying for admission to Graduate School.

DUTIES & RESPONSIBILITIES

- Manage Case Load of ~60 clients identifying as TRiO-eligible full-time (low-income, first-generation, and/or disabilities)
- Collaborate with TRiO Director and Center for Student Success staff to develop, facilitate, 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.
- Utilizing Academic Coaching to provide consistent academic, personal, transfer, and career counseling to participants to increase retention and graduation rates, as well as guide students in development of effective problem solving skills, self-advocacy (empowerment), self-efficacy, goal setting, and personal responsibility

- Conduct and document multiple monthly individual group and individual meetings with advisees; will manage content and outreach for assigned clients on the web-based student information portal (JICS/Jenzabar) and StudentAccess
- Attend all Advising Department meetings and present information as needed
- Maintain currency with federal, tribal, and statewide policies and mandates, as well as advising pedagogies and technology; and maintain related data and write related reports
- Travel to Northwest Indian College extended sites and campuses to assist with educational development and assisting site managers and advisors in enrollment
- 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
- Work closely with students who are in academic probation status and/or “at risk” to develop a holistic strategy to help them to gain the support they need to move through their difficulties.

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
- Strong understanding of “Place Based” education
- Knowledge of ethical research in native communities
- Ability to work and integrate into native communities
- Database management experience
- Data collection experience
- Organizational development education/experience
- Strong familiarity with graduate study preparation
- Interdisciplinary background
- Strong quantitative skillset
- Grant-writing experience

Other Skills/Abilities:

- Independently motivated with ability to work with a dynamic team
- Excellent interpersonal and verbal skills to guide students in their academic decision-making
- Strong emotional intelligence and interpersonal skills with an ability to work well with all people
- Excellent organization and planning skills in dealing with career and transfer student populations
- Proficiency in computer applications such as Word and Excel and database applications

- Ability to work independently and accurately under pressure, and make decisions in accordance with established policies, procedures, and grant regulations
- 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. 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