

JOB ANNOUNCEMENT

Instructional Aid/Technician – Tulalip (F/T)

OPENING DATE: March 1, 2017
REVIEW DATE: March 10, 2017
CLOSING DATE: Open until filled
START DATE: ASAP or 2 weeks after acceptance
LOCATION: Tulalip site
SALARY: \$32,000.00 Max. DOE Classified Schedule

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 Instructional Aid/Technician sets up, maintains, gains timely assistance for repairs and operates tools and equipment in a classroom or in the field to assist instructors in presenting course material to students. The Instructional Aid/Technician facilitates communication and transmission of materials between instructors and students. Positions allocated to this class are distinguished by the requirement of performing work in direct support of teaching operations to include setting up, maintenance and operation of equipment in accord with standardized procedures or instructions received from academic or supervisory personnel.

DUTIES AND RESPONSIBILITIES

The duties and responsibilities of this position are organized into four main areas:

A. Instructional support

1. Operate and maintain ITV and related electronic equipment; including turning on ITV equipment for students scheduled classes;
2. Assist with scheduling and monitoring classrooms;
3. Gain timely and appropriate assistance from NWIC IT or Tulalip tribal IT to repair or rebuild existing equipment, or demonstration apparatus for classes; service and maintain equipment;
4. Receive materials and supplies used in classes and store for future use; assist instructors in demonstration of tools, equipment, machinery, apparatus and materials;
5. Modify equipment as required for individual instructors; and
6. Assist with tutoring activities in all site course offerings.

B. Outreach

1. Make student contacts for instructors and site staff and maintaining communications and good relationships with Lummi Campus personnel;
2. Understand the college process and how the institution functions;
3. Serve as a resource to students on financial aid and scholarship applications, assisting with registration and advising as needed, and any other activities pertaining to student success; and
4. Document all outreach efforts and refer as appropriate.

C. Coordination of events

1. Assist with the planning and coordination of site events.

D. Clerical duties

1. Assist with enrolling students, filing, answering phones, greeting guests and providing courteous customer service, opening and closing facilities as needed;
2. Perform clerical duties as needed (faxing, scanning, emailing, mailing, etc.), delivering materials, and word processing and creating flyers and other promotional materials;
3. Move video monitors, computers, and other equipment;
4. Meet with supervisor on a weekly basis; and
5. Perform other related duties as directed by the supervisor.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS REQUIRED to perform this position successfully:**Minimum Qualifications**

- Associate's Degree in academic field or education;
- Knowledge of Post-secondary and/or tribal institutions, financial aid and student advising;
- Excellent organizational skills, including good technical and clerical skills;
- Excellent customer service skills; and
- Ability to be a self-starter and sustain a high level of activity with minimal supervision.

Preferred Qualifications

- Prior work in an educational setting;
- Experience working with adult distance learning programs; and
- Experience working in a team environment.

Other Qualifications:

Must have a current driver's license and a driving abstract that meets employer qualifications for insurability.

Computer Skills:

- To perform this job successfully, an individual should have the knowledge and ability with basic word processing and spreadsheet software; internet and email; as well as proven competency with networks and teleconferencing.

Other Skills and Abilities:

- Experience with and sensitivity to Native American people and cultural customs;
- Knowledge of issues in Indian Education;
- Knowledge of adult education and learning;
- Excellent organizational skills, including technical fluency and clerical skills; and
- Excellent customer service skills.

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