

JOB ANNOUNCEMENT

Admissions Program Assistant – F/T

OPENING DATE: February 12, 2018
REVIEW DATE: **February 26, 2018**
CLOSING DATE: Open until filled
START DATE: ASAP or 2 weeks after acceptance
LOCATION: Lummi Main Campus
SALARY: \$30,000 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

Under the direct supervision of the Admissions Administrative Assistant, the Program Assistant is responsible for assisting prospective students, recording and data entering incoming Admissions documents, and disseminating outgoing Admissions materials. The position also provides assistance in scheduling appointments, managing new student files, and contacting new students.

DUTIES AND RESPONSIBILITIES

1. Record and process all Admissions documents through computer system;
2. Write and mail acceptance letters to all eligible students;
3. Serve as initial contact for prospective and current students, NWIC staff and the general public;
4. Provide in-person and telephone information regarding Enrollment Services, Financial Aid and Admissions;
5. Responsible for maintaining the student records filing system - i.e., setting up new student files, student file retrieval, and additional information added to student files;
6. Assist with processing outgoing correspondence, applications, brochures, flyers and other materials released by the Office of Admissions;
7. Send sites informational packets including forms, applications and other information as needed;
8. Assist in the process for collecting student tribal enrollments;
9. Receive and distribute incoming departmental mail;
10. Provide support to other admissions staff;
11. Assist staff and faculty in gathering admissions material as needed;
12. Fills in, as necessary, in providing campus tours;
13. Provide backup for and work closely with the Testing Center; and
14. Other duties as appropriate assigned by supervisor.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS REQUIRED to perform this position successfully:

Minimum Qualifications

- High School graduate or GED certificate **and** two years of applicable full-time clerical experience; **or** college certification in related field (i.e., Office Professions) and six months of applicable experience;
- Effective writing and verbal communication skills, as well as the ability to work in a team environment;
- Ability to pay attention to detail;
- Ability to represent the College in a positive and professional manner;
- Ability to work independently or as a member of a team and meet deadlines

Preferred Qualifications

- Associate's Degree;
- Experience working in a college setting and team environment;
- Experience with and sensitivity to Native American people and cultural customs.

Language Skills:

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

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 apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Computer Skills:

- To perform this job successfully, an individual should have knowledge of Database software; Spreadsheet software; Word Processing software, and basic internet and e-mail skills.

Other Skills and Abilities:

- **Confidentiality** – Must be able to maintain a high level of confidentiality as an administrative professional;
- Preference for experience working in Native communities;
- Proven history of excellent work attendance.

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