



## JOB ANNOUNCEMENT

### Native Environmental Science Faculty/Student Research Coordinator – F/T

<b>OPENING DATE:</b>	March 27, 2018
<b>REVIEW DATE:</b>	May 1, 2018
<b>CLOSING DATE:</b>	Open until filled
<b>START DATE:</b>	ASAP
<b>LOCATION:</b>	Lummi Main Campus
<b>SALARY:</b>	\$45,000 Max. DOE for a 9-month faculty/student research coordinator appointment, with possible compensation for 8-10 weeks in Summer Quarter in addition to base salary.

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 Native Environmental Science Department seeks a faculty member in the area of Native Environmental Science. The responsibilities of this position include teaching core courses in Native Environmental Science, student advising, post-baccalaureate mentoring, community engagement and grant-related projects. In addition, the position will include supporting students in their research design and implementation of all aspects of their capstone projects. Summer responsibilities include supporting students' internship experiences and research projects.

### DUTIES AND RESPONSIBILITIES

#### Teaching Responsibilities

1. Teaching courses in Native Environmental Science
2. Submit necessary reports such as enrollment, progress and grading information in a timely manner.
3. Ordering textbooks and supplies in advance of courses taught following established college timelines.
4. Create a learning environment, a presentation style and a pace in which learning is enhanced.
5. Maintain at least ½ hour of office availability each week for each credit of lecture class taught.
6. Present Indigenous cultural focus.
7. Submit information to supervisor regarding scheduling proposals, budget needs and travel requests in a timely manner following established timelines.
8. Attend BSNES Department Meetings and work closely with the Department Chair.

### **Advising Responsibilities**

1. Meet regularly with and provide academic advising to all second year students (45 + credits) who are assigned to them on a regular basis.
2. Other advising responsibilities include serving as the advisors for College club activities.

### **Student Research Coordinator Responsibilities**

1. Mentor students in all aspects of capstone design and delivery, including research design, writing capstone and presenting capstone research.

### **SUPERVISORY RESPONSIBILITIES**

This position may include supervisory roles for student research projects or internships.

### **QUALIFICATIONS REQUIRED to perform this position successfully:**

#### **Minimum Qualifications:**

- Master's or PhD in the field of Native Environmental Science, or equivalent.
- Willingness to understand the cultural perspective of the community and to incorporate that perspective into the presentation of courses.
- Thorough knowledge of subject matter.
- Ability to present information in a variety of ways. Able to communicate clearly, concisely and respectfully.
- Proven ability to work in a team environment in order to achieve strategic and departmental goals.
- Strong teaching record.
- Strong interpersonal skills and an ability to work well with all people.

#### **Preferred Qualifications:**

- PhD Degree in related field.
- Experience teaching in a Tribal College.
- Prior work in a tribal education setting.
- Prior administrative and / or teaching experience in a post-secondary academic setting.
- Experience working on a reservation and/or for a tribal or urban Native American organization. Experience working with adult distance learning programs.
- Knowledge of AIHEC tribal college system.

#### **Other Skills and Abilities:**

- Ability to present information in a variety of ways. Able to communicate clearly, concisely and respectfully;
- Proven ability to work in a team environment in order to achieve strategic and departmental goals;
- Preference is given to those with experience working in Native communities;
- Must be culturally knowledgeable and comfortable working in a tribal setting;
- Strong interpersonal skills and an ability to work well with all people.

**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 knowledge of basic word processing, spreadsheet software; internet and email in addition to proven competency with networks and teleconferencing.

### **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](http://www.nwic.edu/jobs) or may be requested from and submitted directly to:

Human Resources  
Northwest Indian College  
2522 Kwina Road  
Bellingham, WA 98226-9278  
Telephone/Fax: (360) 392-4230  
Email: [employment@nwic.edu](mailto:employment@nwic.edu)