JOB ANNOUNCEMENT
Native Environmental Science Faculty – F/T

OPENING DATE: March 13, 2018
REVIEW DATE: April 16, 2018
CLOSING DATE: Open until filled
START DATE: Fall 2018
LOCATION: Lummi Campus
SALARY: $42,000 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. The salary is based on a 9 month faculty contract, with the possibility of supplemental summer salary through research grants and/or summer teaching.

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 full-time faculty position in the area of Native Environmental Science. The responsibilities of this position include teaching core courses in Native Environmental Science, student advising, curriculum development, community engagement and grant-related projects. It is possible for the position to be supplemented by grant research funds, summer teaching, and supervising internships.

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.

SUPERVISORY RESPONSIBILITIES
This position has no supervisory responsibilities.

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:
- 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 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