

## JOB ANNOUNCEMENT

### Instructional Aid / Technician – Muckleshoot – FT

**OPENING DATE:** March 20, 2018  
**REVIEW DATE:** Extended to April 20, 2018  
**CLOSING DATE:** Open until filled  
**START DATE:** As soon as possible  
**LOCATION:** Muckleshoot site  
**SALARY:** \$32,000 Max DOE

Note: The \$32,000 salary will be in effect through June 30, 2018. The incumbent hired to fill this position will not work during the period July 1, 2018 through September 9, 2018. At that time the position will be reduced to a 9 month work schedule (from September 10, 2018 through June 28, 2019) and the employee's salary will be pro-rated based on a 9 month employment contract.

*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 Instructional Aid/Technician is responsible for providing technical assistance and instructional support with site-based distance learning courses including face-to-face instruction, interactive video conferencing, online, and independent learning courses. The Instructional Aid/Technician facilitates communication and transmission of materials between instructors and students. This position will also participate in a team approach that works at meeting the educational needs of the tribal communities.

### DUTIES & RESPONSIBILITIES

1. Provide administrative and technical assistance to students taking classes through various distance learning modalities;
2. Work closely with instructional and student services staff on main campus to provide quality delivery of classes;
3. Operate and maintain ITV and related technology related equipment;
4. Assist Site Manager in developing and maintaining filing and tracking system for students at the site;
5. Assist with scheduling and monitoring classrooms;
6. Attend Staff/Faculty in-service training as requested at the NWIC Main Campus;
7. Prepare equipment, materials, and solutions for class work projects; Setup and use equipment peculiar to a specific discipline;
8. Assist instructors with lecture and laboratory material; may provide tutorial support for students in course subject matter;
9. Estimate quantity and quality of supplies and materials needed; order equipment and supplies for the course; follow through purchasing department on procurement of supplies; maintain adequate stock levels;

10. Receive materials and supplies used in classes and store for future use;
11. Understand the college process and how the institution functions.
12. Serve as a resource to students on financial aid and scholarship applications, assist with registration and advising as needed, and any other activities pertaining to student success.
13. Document all outreach efforts and refer as appropriate.
14. Perform other related duties as required or assigned.

## **SUPERVISORY RESPONSIBILITIES**

None

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

### **Minimum Qualifications**

- Associate's degree in academic field or education.
- Knowledge of post-secondary institutions, financial aid and student advising skills.
- Knowledge of Washington K-20 (video-conferencing) Network.
- Excellent organizational skills, including good technical and clerical skills.
- Excellent customer service skills.
- Ability to be a self-starter and sustain a high level of activity with minimal supervision.

### **Preferred Qualifications**

- Bachelor's Degree in academic field or education.
- Prior work in an educational setting.
- Experience working with adult distance learning programs is highly desired.
- Knowledge of tribal college system is highly desired.
- Experience working in a team environment.

### **Language Skills:**

- Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the 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 solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **Computer Skills:**

- Basic word processing and spreadsheet software; internet and email. 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.

## **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:

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