

## JOB ANNOUNCEMENT Pathways Tutor-Mentor

**OPENING DATE:** January 24, 2018  
**REVIEW DATE:** **Extended to April 30, 2018**  
**CLOSING DATE:** Open until Filled  
**START DATE:** ASAP or 2 weeks after acceptance  
**LOCATION:** NWIC Main Campus  
**SALARY:** \$12.00 / hour Max DOE

*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 program supervisor(s), the Tutor-Mentor will instruct/prepare high school students in the development of learning skills. The Pathways Tutor-Mentor is expected to maintain a teaching relationship with several high school students throughout the academic school year (2017-2018), providing tutorial services while acting as a mentor. This position also includes some responsibilities for data entry such as recording hours and attendance of students tutored. Tutor-Mentor will be expected to conduct on-going meetings with high school faculty or advisors to ascertain classroom assignments and student needs.

### DUTIES & RESPONSIBILITIES

- Comfortable working with one or possibly groups of students;
- Can enter data and treat it as confidential;
- Be a role model for other students;
- Attend bi-weekly meetings with Pathways Program facilitator to discuss student progress and any concerns;
- Exhibits patience;
- Understands that learning is a process that takes time and effort ;
- Has taken at least up to Math 102 (Math 107 is a bonus), ENG 101 and preferably, 200 Level Sciences;
- Can keep commitments (dependable all of the time);
- Person is familiar with a math, reading, science or writing curriculum;
- Available for an orientation and training for tutoring & mentorship;
- Available for participation in monthly Saturday Academy activities;
- Abide by high school rules & regulations;

- Track contact hours of each student;
- Responsible for managing the 90 minute tutorial session; and
- Work with students to turn in completed assignments to faculty in-boxes.

## **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

## **QUALIFICATIONS REQUIRED**

### **Minimum qualifications:**

- High School Graduate or G.E.D. Certificate;
- **Must be a Junior or Senior by credit hours (90+) and enrolled at the Lummi Main Campus OR a have graduated college within last two years;**
- Passed Math 102, ENGL 101 and/or 200 level Science (or an equivalent or higher-level class) with a C or better;
- Good communication skills are required to work effectively with High School students and staff and local community members;
- A current valid Washington State Driver's License; fewer than three traffic violations in the past three years; and
- Must pass school district background & fingerprint check.

### **Preferred qualifications:**

- Direct experience working with Native Americans or an ability to work with Native American people with an understanding of and sensitivity to the special educational needs and an appreciation for their culture.

## **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. **ONE letter** 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
8. **Important Note:** *Must submit a writing sample along with the application for hire*

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