

## JOB ANNOUNCEMENT Academic Advisor – F/T

**OPENING DATE:** June 22, 2018  
**REVIEW DATE:** July 9, 2018  
**CLOSING DATE:** Open until filled  
**START DATE:** ASAP or 2 weeks after acceptance  
**LOCATION:** NWIC Main Campus  
**SALARY:** \$34,249 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

The Academic Advisor reports directly to the Dean of Students. In the Academic Advisor role, the main responsibilities are to provide program development and implementation, student-advising assessment, and provide reports to funding sources/NWIC data collection, as necessary. Serves as an advisor to all students.

### Student Services Team Goals

1. Promote students' success in college through their first year and beyond. Prepare students to be successful at all levels of education. Increase access to educational programs at NWIC.
2. Improve course completion, graduation, and transfer rates. Collect data such as transfer rate, graduation rate, graduation surveys and other data needed for student services assessment work.
3. Support and adhere to the continuous improvement model at NWIC.
4. Provide academic advising to students in a tribal college setting.
5. Work closely as an advising team to collect data to improve student success.
6. Exercise knowledge of the Family Educational Rights and Privacy Act, other student rights and privileges, and policies for documentation and distribution of student information.
7. Work closely with admissions, financial aid, and Center for Student Success staff to advise new and returning students.
8. Promote student retention and success by planning and participating in retention and academic success related activities.

### Career Advising Goals

1. Assist prospective and enrolled students in the development of meaningful educational and career goals by providing developmental educational planning, career assessment, advising in education/career and labor market information.
2. Advise students in making career related decisions, using assessment instruments where appropriate; assist students in the use of existing resources for learning about careers of interest to them; critique resumes, and assist with programs and services related to placement activities.
3. Develop, coordinate, facilitate, and/or present academic planning, career development modules, and special workshops (e.g., choosing a major, resume development, identifying internship opportunities, etc.).
4. Advise students in specific curriculum decisions including the choice and scheduling of courses, selection or change of majors and minors, etc., providing referrals to specific departments, schools, or colleges as appropriate. The Academic Advisor may facilitate college site visits and connect students with key staff at colleges and/or universities.

### Academic Advising Goals

1. Advise students on academic, career and personal issues; identify the educational and career options appropriate for each student and assist with the analysis of each option, including possible outcomes and their implications; if needed, refer students to counseling services; set up an action plan for students to successfully complete their academic programs and explore career and transfer options
2. Identify options for student to satisfy degree requirements; evaluate and make recommendations on petitions and amendments to student's program of study; assist students in completion.
3. Monitor academic progress of students; analyze progress reports from instructors; determine eligibility and satisfactory progress toward degree; identify current and potential needs or problem areas (e.g., study skills, tutoring) and refer students to appropriate resources for assistance.
4. Assist students in identifying the requirements of the program they plan to enroll in and assist them with their financial aid, etc. upon request.
5. Develop, maintain, and distribute current materials used quarterly for transfer opportunities to NWIC.

### **DUTIES & RESPONSIBILITIES**

1. Work closely with the Dean of Students and other CSS staff to ensure objectives are met throughout the year.
2. Work closely with the Dean of Students during the budget process for the advising budget.
3. Conduct academic advising, group workshops and/or classes essential to student success, including meeting the strategic goals of the Center for Student Success.
4. Assist students in the selection of appropriate courses and concentrations in terms of a student's stated preferences.
5. Answer student inquiries and resolve problems related to curriculum and course prerequisites, referring to catalogues, written course descriptions, and other appropriate sources.
6. Initiate and maintain individual student files as appropriate, updating and evaluating file as new information is received.
7. Seek internal and external opportunities for student internship opportunities.
8. Develop relationships with potential employers.
9. Work with departmental chairs to advise bachelor grads and prepare students for Graduate studies.
10. Track satisfactory progress of students, develop, implement an early alert system for students at risk, and refer to academic support services such as tutoring, mentoring or student study groups.

11. Work closely with Admissions, Financial Aid and the Registrar to ensure that services for incoming students are carefully articulated.
12. Provide professional, developmental academic advising to students assisting them in the process of choosing a major, understanding NWIC's curriculum and academic policies, making effective academic progress toward their degree and integrating their academic decisions with their personal career planning
13. Assist students in finding internships or service-learning opportunities in areas that interest them.
14. Assist students that are exploring or undecided about their program of study to develop an educational plan.
15. Assist students in identifying any barriers to their academic success and assist them in problem-solving, managing stress, addressing alcohol and drug treatment and recovery issues, parenting and time management.
16. Provide crisis intervention, referrals, support and encouragement to enable the student to stay in school while addressing their personal goals.
17. Serve as a trainer for NWIC faculty.
18. Support the Achieving the Dream Initiative and ensure its goals/objectives are met including other initiatives like First Year Experience/First Generation programming.
19. Coordinate Student Orientations, student development activities, Faculty Advising Days, and assessment planning/reporting.
20. Assist extended campus sites regarding inquiries and resolves problems related to student advising.
21. Participate in other student services activities or serve on committees as requested by the Dean of Students.
22. Perform other duties as appropriate as assigned by supervisor.

### **SUPERVISORY RESPONSIBILITIES**

This position supervises the advising team in addition to any student mentors and/or interns in accordance with the College's policies and procedures. Responsibilities may include interviewing, hiring, and training student employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.

### **QUALIFICATIONS REQUIRED**

#### **Minimum qualifications:**

- Master's degree in Student Services Administration, Higher Education, Counseling or related field.
- Three years of administrative or management experience including planning, budgeting, supervision, program development, and program assessment.
- Prior work experience in academic advising, teaching, assessment.
- Proven ability to work in a team environment in order to achieve strategic and departmental goals.
- Excellent verbal and written communication skills.
- Skilled in organization, planning, coordinating in order to accomplish the reporting goals and the measurable tasks and responsibilities of the position are all required.

#### **Preferred qualifications:**

- Previous experience working in a Tribal college.
- Previous experience working in native communities and with students.
- Must have a current driver's license and driving abstract that meets employer qualifications for insurability.
- Must have the ability to travel to various sites on occasion.

## **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 college transcripts (*official copy requested at time of hire*)
6. Three **letters** of recommendation from persons, who are 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)