

**JOB ANNOUNCEMENT**

**Communications/Speech Faculty– F/T**

**OPENING DATE**: June 6, 2018

**REVIEW DATE:**  June 22, 2018

**CLOSING DATE:** Open until filled

**START DATE**: Fall 2018

**LOCATION:** Lummi Main 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 Communications/Speech Faculty position is responsible for the development and success of the academic programs within the area of speech, interpersonal communications and public speaking. The incumbent will be responsible for acknowledging the cultural perspective of the students, and using a variety of methods to convey necessary knowledge and skills to develop student self-esteem. The incumbent will also determine the rate at which material will be presented, as well as the criteria with which to assess the success of each student in assimilating new knowledge and developing new skills. The incumbent will also submit necessary reports and provide academic advisement to students with their programs.

Faculty and staff interact directly with students and assess achievement of student learning outcomes.

**DUTIES REGARDING ASSESSMENT**

* Assess student achievement of course outcomes at the course level every quarter. Note: this requires that course outcomes be formally aligned with program outcomes according to the curriculum map with rubrics, using pre-contact, contact, present, and future values, skills, knowledge.
* Collaborate with Coast Salish Institute staff on assessment of Indigenous content.
* Gather appropriate data from Office of Institutional Effectiveness and Data Team – past class performance, completion rates, and result of previous year evaluation.
* Complete assessment process using matrix at three points each quarter – assessment-ready, mid-quarter assess and intervene, and end of quarter.
* Submit assessment reports at each of the three points each quarter into repository so that appropriate department chair or program lead can access them.

**OTHER DUTIES AND RESPONSIBILITIES**

1. Design classes within area of expertise as required by the college.
2. Engage in the assessment process.
3. Order necessary materials and books through the purchasing department.
4. Create an environment, presentation style, and a pace in which learning is enhanced.
5. Adjust style, cultural perspective, and methods of teaching as necessary to maximize learning by students while maintaining the academic integrity of the course.
6. Model appropriate behavior within the academic setting through punctuality, attendance, courtesy and demeanor.
7. Maintain an awareness of reporting requirements and how instructor actions affect the students especially in such areas as: enrollment, attendance, grades. Make all reports accurately and in a timely fashion.
8. Accept the cultural focus of the college, participate in faculty and administrative dialog when necessary to smooth procedural functioning.
9. Collaborate with colleagues to address teaching and learning issues.
10. Modify, where appropriate, instructional methods and strategies to meet diverse student needs.
11. Employ available instructional technology, i.e., Canvas educational platform, tele-courses, interactive technology, when appropriate.
12. Establish meaningful student learning outcomes for courses/programs. And develop and explain methods that fairly measure student progress toward student learning outcomes.

Primary expectations for teaching Faculty include the following, plus other duties as assigned.

1. Teaching is the first focus. The faculty member is expected to teach 15 credit hours of courses quarterly. Extra classes will be added if the student count in courses is low. The faculty member is expected to prepare students for completion of NWIC degrees and to transfer to four-year institutions. The faculty member is responsible for curriculum design and redesign of classes. This is part of the ongoing program design and assessment process, which requires a large time commitment.

2. Advising is the second focus. Faculty at NWIC are expected to meet regularly with and provide academic advising to a group of students who are assigned to them. One aspect of advising will be ongoing meetings and coordination with student services advisors. Another aspect involves advising majors and also College club activities.

1. Committee work is the third major focus. The faculty member is responsible for contributing to the overall functioning of the college through participation on committees.

**SUPERVISORY RESPONSIBILITIES**

This position has no supervisory responsibilities.

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

***Minimum Qualifications***

* Bachelor’s degree in Communication/Speech or related area such as Native Studies Leadership degree or BA in Education with a minor in communications/speech;

AND

* Two or more years’ experience in teaching speech, interpersonal communications, and public speaking curriculum.
* 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***

* Master’s degree in communications/speech or related field.
* Prior administrative and/or teaching experience in a post-secondary academic setting.
* Experience working in a college setting/team environment.
* Experience with and sensitivity to Native American people and cultural customs.
* Prior work in a tribal education setting.
* Experience with first-generation college students, and demonstrates an understanding of the effect of oppression on the education of native students.
* Experience working with indigenous people of the Pacific Northwest.
* Experience working with adult distance learning programs.

**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:

Northwest Indian College

Human Resources

2522 Kwina Road

Bellingham, WA 98226-9278

Telephone/Fax: (360) 392-4230

Email: employment@nwic.edu