



## **JOB ANNOUNCEMENT**

### **Human Resources Director – F/T**

**OPENING DATE:** May 30, 2018  
**REVIEW DATE:** **Extended to July 27, 2018**  
**CLOSING DATE:** Open until filled  
**START DATE:** ASAP or 2 weeks after acceptance  
**LOCATION:** Lummi Campus  
**SALARY:** \$62,000.00 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 Human Resources Director, under the general direction of the College President, is primarily responsible for developing, directing and overseeing the College's comprehensive human resources management program. The Director serves as a member of the College's Administrative Team and Leadership Team. The Director works directly with the College's Administrative Team to plan, develop, implement and evaluate human resource practices, personnel policies and strategic goals for the human resources department consistent with the mission and goals of the College and in accordance with employment laws and regulations. This position requires diverse human resources and organizational development skills to effectively oversee and/or perform a variety of HR functions.

A secondary responsibility of this position is to advise the College President and Administrative Team on human resource management strategic directions of the College as they relate to the capacity building of College faculty and staff to achieve the goals outlined in the NWIC Strategic Plan. This includes, but is not limited to, training and organizational development, organizational climate and culture, as well as the indigenization of the institution and integration of the College's beliefs and values. This requires an ability on the part of the incumbent to promote cultural awareness and understanding and the College's core beliefs and Indigenous cultural values, as well as knowledge of tribal community relationships as they may impact policy development and implementation.

## **DUTIES AND RESPONSIBILITIES**

1. Ensure consistent application of, and compliance with, the College's Personnel Policies and Procedures, and all applicable employment laws with employees of NWIC.
2. Provide consultation to the President and Administrative Team by providing information on human resources/federal regulations, employment and staffing issues, management practices, human resources strategic planning, and all human resource management issues as needed.
3. Advise the President and Administrative Team on effective human resource management strategies to advance the College's achievement of the Strategic Plan and initiative to indigenize the institution, as assigned by the President. This may include areas such as organizational and leadership/professional development and change management as they relate and can be applied to indigenous practices.
4. Prepare and submit appropriate reports relating to HR to the President, Board of Trustees, or other appropriate state and federal agencies if required. Oversee the preparation of documentation required for accreditation and auditing compliance.
5. Serve as the primary contact for providing documentation requests involving personnel issues to the President and the Board of Trustees or legal counsel representing NWIC.
6. Direct and oversee the efficient operation of all human resource functions including planning, organizing, developing and implementing human resource policies, programs and services.
7. Maintain current knowledge of industry trends and employment legislation and ensure institutional compliance. Monitor tribal human resource management practices to determine their applicability to the College.
8. Through professional organizations, maintain contact with human resources professionals in other academic institutions to ensure the College always has access to the industry best practices.
9. Consult with administrators and supervisors on staffing, personnel practices, issues and concerns; provide assistance in resolving issues consistent with College policies/procedures.
10. Administer and participate in the recruitment, interview and selection process. Make hire recommendations to the College President. Ensure staffing of qualified personnel in accordance with the Indian Preference Act.
11. Oversee employment contract management, classification and salary placement of all appointments for College positions.
12. Prepare and/or revise job descriptions in collaboration with administration. Conduct position reclassifications and salary studies as appropriate.
13. Administer human resource functions that support faculty, administrative, exempt management, classified staff, and part-time and temporary employees. Assist administrative and supervisory staff by supporting opportunities for professional growth and development for all employees.
14. Administer a performance evaluation system for all employees. Consult on performance management issues.
15. Provide consultation to College administrative and supervisory personnel on the proper use of corrective action and progressive discipline, as well as support in the resolution of personnel matters. To create opportunities to facilitate/mediate disputes.
16. Develop, recommend and implement effective orientation and training programs for employees.
17. Advise employees on the use of the employee assistance program and provide support to supervisors in the referral process.
18. Oversee the maintenance of personnel files according to regulations including file retention and maintenance of inactive files, maintenance of sick leave and annual leave documentation.

19. Oversee the administration of all NWIC benefit plans and 403c retirement account. Ensure compliance with benefit, retirement and HR policies and regulations.
20. Oversee the management of employee injury claims and disability insurance.
21. Develop and administer the HR Department budget.
22. Supervise HR Department staff.

## **SUPERVISORY RESPONSIBILITIES**

The Human Resources Director oversees staff of the Human Resources department in accordance with the College's policies and procedures. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.

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

### **Minimum Qualifications**

- Bachelor's degree in business, human resources, organizational development, or a related field required.
- At least five years of progressively responsible experience as a Human Resources Generalist.
- Senior Professional in Human Resources (SPHR) certification.
- Experience working with tribal populations and with tribal organizations.
- Strong leadership and organizational skills, as well as the ability to provide sound and effective consultative advice to College administration.
- Ability to analyze issues effectively and to facilitate the resolution of issues.
- Ability to make decisions and implement action to produce the desired result.
- Excellent communication skills, both verbal and written.
- Excellent interpersonal skills.
- Computer literacy is essential with strong database and spreadsheet skills.

### **Preferred Qualifications**

- Master's degree in human resources related field.
- Minimum of five years of successful experience in human resources or related field, at the director or manager level.
- Experience working in a College setting and team environment.
- Knowledge of and experience with a tribal College system.
- Experience with and sensitivity to Native American people and cultural customs.

### **Other Qualifications**

- Must have a current driver's license and driving abstract that meets employer qualifications for insurability.

### **Language Skills:**

- Ability to read, analyze and interpret financial reports, and legal documents.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or external organizations or stakeholders.
- Ability to effectively present information to executive leadership, public groups, and/or boards of directors.

### **Mathematical Skills:**

- Ability to apply advanced mathematical concepts and mathematical operations to essential duties and responsibilities.

### **Reasoning Ability:**

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

### **Computer Skills:**

- Knowledge of Excel with strong database and spreadsheet skills, basic accounting software, and Microsoft Word.

### **Other Skills and Abilities:**

- Ability to handle confidential and proprietary information with utmost discretion.
- Ability to represent the College in a positive and professional manner.
- Must have excellent interpersonal/people skills and maintain professional work relationships.
- Ability to work under stressful situations.
- Ability to be a self-starter and sustain a high level of activity with minimal supervision.
- Excellent organizational skills.

## **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)