

JOB ANNOUNCEMENT
Information Technology Faculty – F/T

OPENING DATE: July 13, 2018
REVIEW DATE: July 30, 2018
CLOSING DATE: Open until filled
START DATE: Fall 2018
LOCATION: Lummi Main Campus
SALARY: \$47,000 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 faculty member will teach Computer Information Technology courses and related courses. The faculty member will organize and instruct classes for individuals interested in gaining proficiency in computer terminology and hardware and software. Opportunities for "hands-on" experience using microcomputer applications software may include spreadsheets, word processing, graphics and database management systems. The faculty member will also work collaboratively with other faculty to develop and deliver curriculum that supports the Northwest Indian College requirements and programs providing the foundational knowledge for all tribal college students.

DUTIES AND RESPONSIBILITIES

The main components of work as faculty are: teaching, academic student advising (optional club advising), committee work, community service and research.

Primary duties for the Information Technology 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/or college club activities.
3. 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.

Other duties and responsibilities:

1. Utilizes innovative teaching strategies to meet the learning needs of our student population, including interactive video technology, online format and other uses of technology.
2. Maintains regular office hours to assist students; responds to students' emails and voice mails in a timely fashion. Responds to assignments and students' concerns in a timely manner; accurate assessment of student performance and timely filing of grades.
3. Maintains professional competencies in the subject area and currency in instructional methodologies through professional associations and professional development.
4. Plans and organizes syllabi, course work, study guides and other support material for the classroom setting as well as online learning. Participates in curriculum development, implementation, and review in accordance with college concerns.
5. Participates in graduation, and other official College functions. Serves as an academic advisor to assigned students.

QUALIFICATIONS REQUIRED to perform this position successfully:

Minimum Qualifications

1. Advanced coursework in Information technology or related discipline with a significant number of courses beyond baccalaureate level.
2. Bachelor's degree in IT or related discipline.
3. Experience working in a tribal college setting.
4. Experience with and sensitivity to Native American people and cultural customs.
5. Experience working with adult distance learning programs is highly desired.

Preferred Qualifications

1. Master's degree Information Technology or related discipline.
2. Experience with first-generation college students.
3. Demonstrated ability and understanding of the effects of oppression on education as it relates to Native Americans.
4. Experience working with indigenous people of the Pacific Northwest.
5. Knowledge of learning activities that stimulate student involvement and encourage critical thinking.
6. Experience developing and implementing distance learning courses.
7. Knowledge of academic curriculum development and implementation.

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.

SUPERVISORY RESPONSIBILITIES

This position has no assigned supervisory responsibilities.

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 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