

JOB ANNOUNCEMENT

Tribal Governance & Business Management Academic Advisor/Faculty

OPENING DATE: July 13, 2018
REVIEW DATE: **July 30, 2018**
CLOSING DATE: Open until filled
START DATE: As soon as possible
LOCATION: Lummi Campus
SALARY: \$40,000 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. *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 TGBM Academic Advisor reports directly to the TGBM Department Chair. 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 TGBM students. The Advisor is expected to prepare students for the completion of the TGBM program of study.

The TGBM Advisor may also be responsible for teaching college-level Business and Tribal Governance courses in English, leadership, sovereignty, economic development, entrepreneurship, and management where applicable. Experience working with online hybrid modality, VCH and Canvas is preferred.

Advising Goals

1. Develop, maintain, and distribute current materials used quarterly for transfer opportunities to NWIC.
2. Provide information regarding transfer opportunities to students transferring to and from NWIC.
3. Assist students in identifying the requirements of the TGBM program of study and assist them with their financial aid, etc. upon request.
4. Part time teaching responsibilities when needed.

DUTIES & RESPONSIBILITIES

1. Meet regularly with TGBM students to provide academic advising at Lummi main campus and at the extended sites.
2. Work closely with the TGBM Department Chair and CSS staff to ensure objectives are met throughout the year.
3. As a TGBM advisor, this position is responsible for academic advising, group workshops and/or classes essential to student success, including meeting the strategic goals of the TGBM department.
4. Assist students in the selection of appropriate courses and concentrations in terms of student's stated preferences.
5. Answer student inquiries and resolves problems related to curriculum and course prerequisites, referring to catalogues, written course descriptions, and other appropriate sources.
6. Initiates and maintains individual student files as appropriate, updating and evaluating file as new information is received.
7. Track satisfactory progress of students and develop and implement an early alert system for students at risk and refer to academic support services such as tutoring, mentoring or student study groups.
8. Assist students in finding internships or service-learning opportunities in areas that interest them.
9. Assist students with their TGBM program of study educational plan.
10. 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.
11. Provide crisis intervention, referrals, support and encouragement to enable the student to stay in school while addressing their personal goals.
12. Serve as a trainer for NWIC-TGBM faculty.
13. Coordinate Student Orientations, student development activities, Faculty Advising Days, and assessment planning/reporting.
14. Assist extended campus sites regarding inquiries and resolve problems related to student advising.
15. Participate in other student services activities or serve on committees as requested by the TGBM Department Chair.
16. Perform other duties as assigned by TGBM Department Chair.

Supervisor Responsibilities:

This job has no assigned supervisory responsibilities.

QUALIFICATIONS REQUIRED to perform this position successfully:

Minimum Qualifications:

- Master's degree in Business or Public Administration, Student Services Administration, Higher Education, Counseling or related field.
- Experience working in a tribal college setting.
- Experience with and sensitivity to Native American people and cultural customs.
- Minimum of three years of administrative or management experience including planning, budgeting, supervision, program development, and program assessment.

- Experience with academic advising, teaching, assessment.
- Proven ability to work in a team environment in order to achieve strategic and departmental goals.
- 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:

- 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.
- Excellent oral and written communication skills.
- Excellent interpersonal/people skills.
- Excellent organizational skills, handling multiple tasks and numerous student files.
- Ability to work well on an independent basis with minimal supervision.

APPLICATION PROCESS

Interested individuals should submit the following application materials directly to the NWIC Human Resources Office:

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

A copy of the job announcement and application forms are available online at www.nwic.edu/jobs, or can 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