



JOB ANNOUNCEMENT

Rocketry Mentor – P/T

OPENING DATE: September 5, 2018
REVIEW DATE: **September 19, 2018**
CLOSING DATE: Open until Filled
START DATE: ASAP or 2 weeks after acceptance
LOCATION: NWIC Main Campus
SALARY: \$15,000 Max DOE (**9 month academic year**)

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 Rocketry Mentor reports directly to the Dean of Academics and Distance Learning and the 2-year program coordinator. The Mentor will work collaboratively with the faculty. The mentor must be willing to travel to off-campus sites and rocket competitions.

DUTIES & RESPONSIBILITIES

1. Supervise and educate students in the history of the space, robotics and aviation program.
2. Provide knowledgeable explanations about a variety of space, robotics and aviation related subjects and perform lectures/briefings as assigned.
3. Ensure that students are adequately instructed in all program content and activities to ensure a successful and enjoyable experience.
4. Escort and accompany students at all times to scheduled activities, maintaining orderly behavior and a professional learning environment.
5. Prepare quarterly/monthly narrative reports.
6. Develop a daily lesson plan to be followed.
7. Maintain equipment in good, safe working order.

SUPERVISORY RESPONSIBILITIES

The person in this position supervises students but has no supervisory responsibilities for other staff.

QUALIFICATIONS REQUIRED to perform this position successfully:

Minimum Qualifications:

- Near completion or completion of Bachelor's degree in Math or related area, such as BS in Native Environmental Science degree or ATA degree
- Knowledge of rocket models, multiple motors or single motor
- Demonstrate leadership qualities
- Strong oral and written communication skills
- Strong skills in pre-engineering or physics with an ability to tutor students in these areas at the associate degree level
- Ability to tutor students in math including MATH 107 Elementary Statistics

Preferred Qualifications

- Internship experience at appropriate organization such as NASA, Goddard Space Center, Boeing, etc.
- Experience with first-generation college students, and demonstrates an understanding of the effects of oppression on education
- Experience working with indigenous people of the Pacific Northwest

Other Qualifications:

Rocketry Skills:

- Model rocketry is a powerful tool that can incorporate science, technology, engineering, and math into a fun, engaging, and challenging activity. When designing model rockets in the computer lab, the students have an opportunity to match their ingenuity with the limits of Newton's Laws of Physics in order to design their own model rocket that is aerodynamically sound. The Mentor should have the skills to connect the theories to the rocket work and design.

Reasoning Ability:

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to multi task in hectic situations.

Computer Skills:

- To perform this job successfully, an individual should have knowledge of Internet usage, including Spreadsheet, PowerPoint, and Word Processing software.

Certificates, Licenses, Registrations:

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

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:

Human Resources
Northwest Indian College
2522 Kwina Road
Bellingham, WA 98226-9278
Telephone/Fax: (360) 392-4230
Email: employment@nwic.edu