



## **JOB ANNOUNCEMENT**

### **Department Chair – Tribal Governance and Business Management**

**OPENING DATE:** December 18, 2018  
**REVIEW DATE:** **January 22, 2019**  
**CLOSING DATE:** Open until filled  
**START DATE:** ASAP or 2 weeks after acceptance  
**LOCATION:** NWIC Main Campus  
**SALARY:** \$60,000 to 65,000 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.

*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**

Under the direction of the Dean of Academic and Distance Learning, the Tribal Governance and Business Management Department Chair is the academic, research and services leader of the department and is responsible for its overall development and academic integrity. The position provides leadership and coordination for all activities in the Tribal Governance and Business Management Department, including setting program direction, establishing priorities with faculty members, and promoting a continuous improvement model. The position promotes and secures competitive funding to help sustain the TGBM Program at Northwest Indian College. The Department Chair works with other Department Chairs to administer the academic program for the College and improve academic services and programs offered by the NWIC.

The Department Chair is expected to be familiar with key principles and understandings of Indigenous Tribal Governance and Business Management which should serve as a foundation of dialogue and discussion regarding curriculum development. This position provides leadership and coordination of the research projects undertaken by department faculty. Additionally, the Department Chair is responsible for ensuring high quality classroom instruction by supervising and supporting faculty members in the department, supporting the professional development of departmental instructors, and by developing curriculum and pedagogical practices that are consistent with the mission and goals of the College and its programs.

The Department Chair is responsible for providing distance learning program delivery to all sites offering the Bachelor of Arts Degree in Tribal Governance and Business Management and for oversight of the development of online courses where appropriate. The Department Chair will also sit on the NWIC leadership team and engage in other committee work when appropriate.

## **DUTIES & RESPONSIBILITIES**

1. Leadership and Management. This position will lead the department in adhering to the College's stated mission, goals and program outcomes and the promotion of NWIC's commitment to student success. This position will work in collaboration with College administration and TGBM department faculty in implementing the vision for the TGBM Program and recommending refinements to the vision to the Academic Dean consistent with the desired program outcomes. This position will also initiate and participate in annual assessment activities of the TGBM Department.
2. Program Funding and Research. This position directly participates in the identification of potential funding sources and oversees/prepares grant proposals to secure program support and expansion. This position develops and utilizes professional networks in developing grant opportunities and proposals. This position oversees the department's adherence to TGBM standards. This position promotes, develops and implements plans for research work in the department, and ensures that appropriate linkages are made between research projects. This position demonstrates an understanding of, and interest in, the research programs of individual faculty members, and ensures that necessary resources are secured to conduct research. This position directly oversees the budgetary process for the TGBM Department, communicating directly to the Academic Dean on budgetary needs or plans.
3. Collaborative Partnerships. This position develops and maintains strong working partnerships between institutions of higher education, particularly as they relate to Tribal Governance and Business Management. This position promotes effective relationships with NWIC's extended sites, Northwest tribes and Tribal Governance and Business Management agencies/organizations. The position advocates for the department with external agencies and institutions, and recognizes the perspectives held by various external publics and structures the department's communications with these groups in to enhance relationship with them.
4. Curriculum and Instruction. This position works with faculty to implement the Bachelor of Arts Degree in Tribal Governance and Business Management and the two year Business and Entrepreneurship degree program outcomes, including implementation of the foundational courses, in alignment with our institutional outcomes and ensuring a native framework for the curriculum. This position works with department members to ensure curricular consistency and that native knowledge is the framework for the curriculum. The position leads the department to develop and revise department curricula and instructional practices; develops and reviews department curriculum; leads the curricula review process and prepares reports. The position assists with building the capacity of student/faculty research and manages accreditation for the department. The Department Chair will also be responsible for teaching one course annually.
5. Institutional Participation. This position participates in regular meetings of all department chairs to discuss and evaluate curricular issues and to ensure effective and collaborative decisions across departments. This position consults with other faculty advisors in the department on student academic issues, including placement, registration, advising, add/drop processes, and administrative withdrawal procedures. This position creates and confirms class assignments and student registration (in collaboration with other department chairs) using student registration information. This position serves on committees that address larger academic and institutional operational and planning

initiatives. This position participates in departmental and college-wide hiring processes when appropriate and at the request of the Vice President of Instruction of Student Services or Dean of Academics and Distance Learning.

6. Supervision and Personnel. This position provides leadership and maintains a climate of open communication, collegiality, and teamwork within the department. The position supervises departmental faculty in accordance with current College policies and practices; responds to performance issues and participates in personnel matters as appropriate, in consultation with the Academic Dean. The position consults with departmental faculty colleagues on a frequent basis and keeps them informed of activities that impact department program and services. This position supervises faculty for purposes of performance evaluation and plans and implements professional development and training within the department based on departmental and institutional needs. The position identifies and recommends candidates for the recruitment for all new part-time faculty and staff in the department; and provides orientation to new faculty and staff.

### **SUPERVISORY RESPONSIBILITIES**

This position supervises faculty assigned to the TGBM Program.

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

#### **Minimum Qualifications:**

- Master of Science degree in a Tribal Governance, and/or Business, or other relevant discipline
- At least two years of administrative experience including curriculum development and oversight, as well as grant budget management at a higher education institution
- College level teaching experience in Tribal Governance and/or Business (may be concurrent with administrative experience), preferably with experience teaching Native American students
- Demonstrated ability and interest in working with Native American people
- Strong written and oral communications skills

#### **Preferred Qualifications:**

- An understanding and support of the co-articulation of Western and Native Tribal Governance and Business perspectives, offering students the fundamental knowledge and experience necessary to succeed in the areas of leadership, sovereignty, economic development, entrepreneurship, and management.
- A strong background in and understanding of the relationship between the skills, knowledge, and experience that a student needs to be effective and successful in leading tribal governments and business organizations with respect to sovereignty and cultural values.
- Successful experience in grant writing for program support and expansion.
- Research experience in Tribal Governance, Native Nation Building, Entrepreneurship, and Economic Development
- Knowledge and experience with grant programs that focus on Native Nation Building and advancing Educational pursuits
- Experience working with a tribal college and/or a tribal community.
- Expertise in environmental issues as they relate to tribes, especially in the Northwest region.
- Experience with the development of strong working partnership between institutions of higher learning.
- Experience working in a college setting and in a team environment.
- Experience with and sensitivity to Native American people and cultural customs.

## **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:

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