

## **JOB ANNOUNCEMENT**

### **Math Faculty (Part-time, Adjunct) – Muckleshoot Site**

**OPENING DATE:** January 31, 2019  
**REVIEW DATE:** **February 22, 2019**  
**CLOSING DATE:** Open until filled  
**START DATE:** Spring Quarter 2019  
**LOCATION:** Muckleshoot Site  
**SALARY:** \$42.00 per credit hour

*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**

Working in close collaboration with other mathematics instructors, the person in this position will implement and continuously refine/revise a constructivist-oriented curriculum that supports the Northwest Indian College requirements and programs providing foundational problem-solving skills for all tribal college students. Math Faculty are responsible for teaching pre-college or college level Math course during the school year. Faculty shall acknowledge the cultural perspective of students, and use a variety of methods to convey necessary knowledge and skills, and assessment of learning through our assessment process.

#### **DUTIES & RESPONSIBILITIES**

1. Develop course syllabi and curricula
2. Teach courses in pre-college and/or college level Math.
3. Submit necessary reports such as enrollment, progress and grading information in a timely manner.
4. Order textbooks and supplies in advance of courses taught following established college timelines.
5. Create an environment, a presentation style and a pace in which learning is enhanced.
6. Maintain at least ½ hour of office availability each week for each credit of lecture class taught.
7. Present an indigenous cultural focus.
8. Submit information to their supervisor regarding scheduling proposals, budget needs and travel requests in a timely manner following established timelines

#### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

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

### **Minimum Qualifications:**

- Master's degree in Math or related discipline.
- Experience teaching at the postsecondary or secondary level (Teaching Assistant experience acceptable; instructor experience preferred).
- Must have excellent oral and written communication skills.
- Must have excellent interpersonal/people skills.
- Excellent organizational skills, handling multiple tasks and numerous student files

### **Preferred Qualifications:**

- Experience working in a tribal college setting.
- Experience working with and advising adult students.
- Experience working with adult distance learning programs is highly desired.
- Ability to work well on an independent basis with minimal supervision.
- Experience with first-generation college students.
- Demonstrates an understanding of the effects of oppression on education.
- Experience working with Indigenous people of the Pacific Northwest.

### **Language Skills:**

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

### **Mathematical Skills:**

- Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

### **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.

### **Computer Skills:**

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

## **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)