

JOB ANNOUNCEMENT

Faculty (Part-time, Adjunct) – Tulalip Site

OPENING DATE: March 15, 2019
CLOSING DATE: March 26, 2019
START DATE: April 1, 2019
LOCATION: NWIC Tulalip 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 faculty and staff at the Tulalip site, the person in this position will implement a college level course on Regalia-Making. Faculty will acknowledge the cultural perspectives of the students.

DUTIES & RESPONSIBILITIES

1. Develop course syllabus and curriculum.
2. Teach course in Regalia-Making including both the creation and cultural aspects.
3. Submit necessary reports such as enrollment, progress, and grading information in a timely manner.
4. Order textbooks and supplies in advance of course taught.
5. Create an environment, a presentation style, and pace in which learning is enhanced.
6. Maintain at least ½ hour of office availability each week for each credit of class taught.
7. Present an indigenous cultural focus.
8. Submit information to supervisor regarding scheduling proposals, budget needs, and travel request in a timely manner following established timeliness.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

QUALIFICATIONS REQUIRED

Minimum Qualifications:

- Experience teaching Native American crafts
- Deep Knowledge of Native American culture and customs surrounding the creation and wearing of regalia
- Excellent oral and written skills
- Excellent interpersonal/people skills
- Strong organizational skills
- Experience working in a tribal setting
- Ability to use on-line tools for administrative tasks

Preferred Qualifications:

- Experience working with adult students
- Experience with first-generation college students
- Experience working with Indigenous people of the Pacific Northwest

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