



**JOB ANNOUNCEMENT**  
**Women's Head Basketball Coach**  
(September to March, Part-time)

**OPENING DATE:** March 22, 2021  
**REVIEW DATE:** **June 30, 2021**  
**CLOSING DATE:** Open until filled  
**START DATE:** September 2021  
**LOCATION:** Lummi Main Campus  
**SALARY:** \$8,500 Max DOE

*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 Women's Head Coach will manage, supervise, train and evaluate the NWIC Women's Basketball Team. This position is responsible for planning and directing the recruitment, conditioning, training, and performance of student athletes, along with fiscal program management responsibilities. This position is responsible for all uniforms and equipment throughout the season and the incumbent will be required to account for uniforms and equipment at the end the season and may be responsible for restitution to the College as needed for lost items. Additionally, this position is required to maintain regular practice sessions. Consistent availability to attend practices and games is required.

This is a professional head coaching position and all of the duties of the position must be conducted in adherence with the policies, rules, and regulations of the NCAA and its affiliates, the American Indian Higher Education Consortium (AIHEC) student athlete policies and the athletic handbook for NWIC. Employees in this job class may be subject to the terms and conditions of an employment contract which is typically subject to review and renewal on an annual basis. This position requires extensive travel.

**WORK SCHEDULE**

Non-negotiable Practice Monday through Friday, 25 hours per week, varies depending on game schedule (most weekends from late October – March).

## **DUTIES & RESPONSIBILITIES**

1. Work with athletes to enhance basketball skills.
2. Plan all practices, meetings, travel and game day events.
3. Manage all aspects of the team including strength and conditioning, practicing, and competing.
4. Schedule weekly study hall for the women's team.
5. Assist in scheduling of women's games.
6. Assist the Athletic department with fundraising events for scholarships.
7. Make decisions regarding game strategy.
8. Maintain confidentiality of information regarding Student-Athletes.
9. Maintain professional boundaries with Student Athletes.
10. Discipline Student Athletes regarding infractions of team or school rules/policies.
11. Participate in the planning and coordination of fundraising activities.
12. Maintain an inventory and regular monitoring of uniforms and equipment.
13. Teach physical education classes as assigned.
14. Maintain school uniforms including laundry.
15. Hire adequate assistants.
16. Other duties as assigned.

## **SUPERVISORY RESPONSIBILITIES**

This job has no formal supervisory responsibilities; however, the coach will work with assistant coach and hire assistants as needed.

## **QUALIFICATIONS REQUIRED**

### **Minimum Qualifications:**

- At least two years of previous experience coaching women's sports, preferably at the college or high school varsity level.
- Knowledge of women's sports and NCAA rules and regulations.
- Ability to represent NWIC in a positive and professional manner.
- Excellent written and oral communication skills.
- Excellent interpersonal skills and an ability to work well with all people.
- Ability to perform work in a positive, cooperative and creative manner to ensure the success of the program.
- Cooperative attitude and genuine concern for students and staff.
- Organizational and leadership skills
- Proficiency in computer applications such as Word and Excel.

### **Preferred Qualifications:**

- Experience working in at tribal college setting.
- Experience working with Native American adults either in the college environment or in the community.

**Other Qualifications:**

- Must have a valid Washington State Driver's License and be able to pass a driver's abstract to be insurable under the College's policy.

**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 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

<https://www.nwic.edu/about-nwic/employment/>

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)