



JOB ANNOUNCEMENT
Math Tutor
(PT, temporary, 10-15 hours/week) –
Muckleshoot Site

OPENING DATE: February 26, 2021
REVIEW DATE: **Extended to May 14, 2021**
CLOSING DATE: Open until filled
START DATE: As soon as possible
LOCATION: Muckleshoot Site (Remote work available)
SALARY: \$13.69 to \$15.50 DOE

The salary placement upon hire is 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 direct supervision of the Muckleshoot Site Manager, the Math Tutor will facilitate students in the development of learning skills. The Math Tutor is expected to maintain a teaching relationship with several NWIC students throughout the academic school year, providing tutorial services while acting as a mentor. This position also includes some responsibilities as a grader and some data entry.

DUTIES & RESPONSIBILITIES

- Comfortable working with one or possibly groups of students.
- Can enter data and treat it as confidential.
- Perform other related duties as appropriately assigned by supervisor.
- Be a role model for other students.
- Attend weekly meetings with instructors to discuss upcoming material and common expectations.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS REQUIRED to perform this position successfully:

Minimum Qualifications:

- High School graduate or G.E.D. Certificate
- Passed Math 102 (or an equivalent or higher-level class) with a C or better
- Passed English 102 (or an equivalent or higher-level class) with a B or better
- Exhibits patience
- Understands that learning is a process that takes time and effort

Preferred Qualifications:

- Passed Math 107 or an equivalent statistics course at another college with a B or better
- Have taken Chemistry 111 and 112 or plan to do so in the next year
- Direct experience working with Native Americans or an ability to work with Native American people with an understanding of and sensitivity to the special educational needs and an appreciation for their culture.
- Good communication skills are required to work effectively with NWIC students, staff, and local community members.

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. NWIC Equal Employment Opportunity (EEO) form
4. Current and complete professional resume
5. Copies of college transcripts (*can submit unofficial copies at time of application*)
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
<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