

JOB ANNOUNCEMENT

Native Studies Leadership/Human Services Advisor (FT, 12 Months)

Opening Date:	June 29, 2021
Review Date:	July 14, 2021
Closing Date:	Open until filled
Start Date:	As soon as possible
Location:	Lummi Main Campus
Salary:	\$35,000 to \$40,000 Max DOE

This position is funded under the Emergency CARES Act. Funding for this position is evaluated every year in May for the following year. Employment for this role is dependent on need during the COVID-19 pandemic. All NWIC positions are reviewed on an annual basis and have annual contracts. This position was identified as a need to help students receive advising, support and guidance while working on their courses through distance modalities. This position is meant to support the Human Services CARE Program and NSL program during the pandemic with recruitment, retention, and enrollment efforts.

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

The Native Studies Leadership/Human Services Academic Advisor reports directly to the chairs of the respective departments. The main responsibilities are to provide advising to students in the Native Studies Leadership and Community Advocates and Responsive Education (CARE) in Human Services programs, and to collect data for student degree plans, progress, and enrollment. The Advisor is expected to prepare students for completion of the programs of study and may be responsible for teaching within the programs. Experience working with distance learning modalities is preferred.

Advising Goals

1. Develop, maintain, and distribute current materials used quarterly for transfer opportunities to NWIC. Provide information regarding transfer opportunities to students transferring to and from NWIC.

2. Assist students in identifying the requirements of the NSL/CARE programs of study and assist them with their registration, and financial aid applications, etc. upon request.
3. Assist students interested in pursuing an advanced degree by providing support, encouragement, and guidance in selecting and applying for graduate programs.

DUTIES & RESPONSIBILITIES

1. Meet regularly with NSL/CARE students to provide academic advising at the Lummi maincampus and at the extended sites.
2. Work closely with the respective department chairs and Center for Student Success (CSS) staff to ensure objectives are met throughout the year.
3. Responsible for academic advising and offering group workshops and/or classes essential to student success, including meeting the strategic goals of the programs.
4. Assist students in the selection of appropriate courses and concentrations in terms of student's stated preferences.
5. Answer student inquiries and resolve problems related to curriculum and course prerequisites, referring to catalogs, written course descriptions, and other appropriate sources.
6. Initiate and maintain individual student files as appropriate, updating and evaluating files as new information is received.
7. Track satisfactory progress and enrollment data of students; develop and implement an early alert system for students at risk; and refer to academic support services such as tutoring, mentoring or student study groups.
8. Assist students in finding internships or service-learning opportunities in areas that interest them.
9. Assist students with their program of study educational plans.
10. Assist students in identifying any barriers to their academic success, such as problem solving and managing stress; identify, and direct students to support services for alcohol and drug treatment and recovery issues, parenting and time management.
11. Provide referrals, support and encouragement to enable the student to stay in school while addressing their personal goals.
12. Coordinate student orientations, student development activities, faculty advising days, and assessment planning/reporting.
13. Assist extended campus sites regarding inquiries and resolve problems related to student advising.
14. Participate in other student services activities or serve on committees as requested by the department chairs.
15. Assist with the development of program marketing and promotional materials for departmental events, news, information, and student recruitment.
16. Perform other duties as assigned by Department Chairs.

SUPERVISOR RESPONSIBILITIES

There are no supervisory responsibilities assigned to this position

QUALIFICATIONS to perform the position successfully:

Minimum Qualifications:

- Recent Bachelor's degree in Native Studies Leadership (NSL) or the Human Services CARE program—with the expectation that the successful candidate completes a Master's degree within 2 years of appointment.
OR
Bachelor's degree in Student Services Administration, Higher Education, Psychology, Counseling or related field.
- Experience working in a tribal college setting.
- Experience with and sensitivity to Native American people and cultural customs.
- Experience with academic advising, teaching, assessment.
- Proven ability to work in a team environment in order to achieve strategic and departmental goals.
- Skilled in organization, planning, and coordinating in order to accomplish the reporting goals and the measurable tasks and responsibilities of the position.

Preferred Qualifications:

- Master's degree in Student Services Administration, Higher Education, Psychology, Counseling or related field.

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 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