

JOB ANNOUNCEMENT
COVID-19 Student Success and Support
Administrator – Nez Perce
(PT, 20 hours/week)

OPENING DATE: September 20, 2021
REVIEW DATE: Extended to November 15, 2021
CLOSING DATE: Open until filled
START DATE: As soon as possible
LOCATION: Nez Perce Site
SALARY: up to \$15.06 per hour

This position is funded by COVID 19 CARES Act funds and is temporary; the position is funded for Fall 2021 through Spring 2022 but may be extended due to the length of the pandemic and CARE Act funding availability.

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 Student Success and Support Administrator will provide administrative and student support to college and community education students who are admitted or seeking admissions to Northwest Indian College. This position will engage students weekly during the Fall quarter and provide technical, academic, and emotional support, by answering questions, especially as students navigate their first college quarter during the pandemic. The Student Success and Support Administrator will support both the Nez Perce Site Staff and Faculty, as well as the Site Manager on student outreach, recruitment, and retention coordination. During these Covid-19 times, more inquiries, applications, and admitted/registered students have been made to NWIC. This position is necessary to provide administrative and student support for program entry with the increased work and navigational access barriers created by COVID-19.

DUTIES & RESPONSIBILITIES

1. Do weekly check ins to engage and support students at NWIC Nez Perce Site
2. Outreach and coordination with advisors, college academic and community education students
3. Give support and resources to current and potential running start students at NWIC Nez Perce Site
4. Assist Site Manager and Technical Aid with making wellness packages for NWIC- Nez Perce Students
5. Assist faculty with preparations to ensure safe learning environment
6. Assist with preparations and implementation of distance learning modality
7. Provide emotional support to students at NWIC-Nez Perce Site

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS REQUIRED to perform this position successfully:

Minimum Qualifications

- Associates of Arts degree
- Must have excellent oral and written communication skills.
- Must have excellent interpersonal/people skills.
- Excellent organizational skills, handling multiple tasks and numerous student files.
- Strong interpersonal skills and an ability to work well with all people.

Preferred Qualifications

- Experience working in a tribal college setting.
- Experience working with and advising adult students.
- Experience with and sensitivity to Native American people and cultural customs.
- Experience working with adult distance learning programs.
- Ability to work well on an independent basis with minimal supervision.
- Experience working with the Running Start Program / School Districts.
- Experience working with Tribal High School Youth.
- Experience working with Tribal education departments.

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.

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; Canvas, Zoom, 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/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