

JOB ANNOUNCEMENT

Academic Advisor – Port Gamble S’Klallam Site (Part-time, 20 hour per week)

Opening Date:	January 10, 2022
Review Date:	Extended to May 12, 2022
Closing Date:	Open until filled
Start Date:	As soon as possible
Location:	Port Gamble S’Klallam Site
Salary:	\$16.78 per hour

This position is funded by the COVID-19 CARES Act through June 2022 and may be extended subject to available grant funding.

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

This position will nurture and participate in a team approach with the Port Gamble S’Klallam Tribes, NWIC (Northwest Indian College) Lummi Campus and other Sites. The Advisor will develop and implement effective and efficient communication approaches which meet academic, professional, technical, and cultural needs of the community. The Advisor cooperates in recruitment and retention at the Port Gamble S’Klallam Site in accordance with established graduation timelines. This person will be responsible for helping students utilize and manage distance-learning technology.

DUTIES & RESPONSIBILITIES

1. Utilize and manage distance-learning technology.
2. Coordinate with staff in on-going recruitment of college bound students, with a focus on retention and graduation efforts consistent with NWIC academic goals.
3. Assist students with admissions, financial aid and other college related questions or tasks needed for college enrollment.
4. Provide academic advising services as needed to ensure students are taking appropriate courses toward degree completion.

5. Monitor student(s) academic progress and work collaboratively with the appropriate staff and resources to promote on time graduation.
6. Work closely with NWIC Lummi Campus Instructional and student services staff to provide substantive delivery of classes.
7. Maintain a database and tracking system for students at the site(s) to monitor academic progress and for regular reporting purposes.
8. Attend and actively participate in Staff/Faculty in-service training as requested by Dean of Academics and Distance Learning or Director of Extended Site.
9. Other duties as assigned by Site Manager or requested by Site Staff.

SUPERVISOR RESPONSIBILITIES

There are no supervisory responsibilities assigned to this position

QUALIFICATIONS to perform the position successfully:

Minimum Qualifications:

- Bachelor's degree in education or related field.
- Demonstrated ability and success working with a Native student population in an education setting. Experience with and sensitivity to Native American people and cultural customs, preferably in a reservation environment.
- Ability to lead by fostering trust; inspiring, motivating and mutual respect of others.
- Demonstrated ability to promote and build a positive, collaborative relationship with key stakeholders including the Port Gamble S'Klallam Tribe, tribal community, and other educational partners.
- Knowledge of Post-secondary institutions, financial aid, and student advising skills.
- Knowledge of Indian Country, particularly post-secondary education.

Preferred Qualifications:

- Master's Degree related field.
- Prior work in a tribal education setting.
- Experience working on a reservation and/or for a tribal or urban Native American organization.
- Experience working with adult distance learning programs.
- Knowledge of AIHEC (American Indian Higher Education Consortium) tribal college system.

OTHER QUALIFICATIONS: Must have a current driver's license and a driving abstract that meets employer qualification for insurability.

Language Skills:

- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries and or complaints from customers, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format.

Mathematical Skills:

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions finished in written, oral, diagram, or schedule form.

Computer Skills:

- To perform this job successfully, an individual should have knowledge of basic word processing, the internet and email in addition to proven competency with networks and teleconferencing.

Other skills and abilities:

- Ability to present information in a variety of ways. Able to communicate clearly, concisely, and respectfully.
- Proven ability to work in a team environment in order to achieve strategic and departmental goals.
- Preference is given to those with experience working in Native communities.
- Must be culturally knowledgeable and comfortable working in a tribal setting.
- Strong interpersonal skills and an ability to work well with all people.

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