

JOB ANNOUNCEMENT
Instructional Aid/Technician – Muckleshoot Site
(Full-time, 12 months)

Opening Date: January 10, 2022
Review Date: **Extended to May 12, 2022**
Closing Date: Open until filled
Location: Muckleshoot Site
Salary: \$32,904

The salary placement upon hire will be 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 the 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 Instructional Aid/Technician sets up, maintains, gains timely assistance for repairs, and operates tools and equipment in a classroom or in the field to assist instructors in presenting course material to students. The Instructional Aid/Technician facilitates communication and transmission of materials between instructors and students. Positions allocated to this class are distinguished by the requirement of performing work in direct support of teaching operations to include setting up, and maintenance and operation of equipment in accord with standardized procedures or instructions received from academic or supervisory personnel.

DUTIES & RESPONSIBILITIES

The duties and responsibilities of this position are organized into four main areas:

A. Instructional Support

1. Operate and maintain ITV and related electronic equipment, including turning on ITV equipment for scheduled classes.
2. Assist with scheduling and monitoring classrooms.

3. Gain timely and appropriate assistance from NWIC IT or Muckleshoot tribal IT to repair or rebuild existing equipment or demonstration apparatus for classes; service and maintain equipment.
4. Receive materials and supplies used in classes and store for future use; assist instructors in demonstration of tools, equipment, machinery, apparatus and materials.
5. Modify equipment as required for individual instructors.
6. Assist with tutoring activities in all site course offerings.

B. Outreach

1. Make student contracts for instructors and site staff and maintain communications and good relationships with Lummi Campus personnel.
2. Understand the college process and how the institution functions.
3. Serve as a resource to students on financial aid and scholarship applications, assisting with registration and advising as needed, and any other activities pertaining to student success.
4. Document all outreach efforts and refer as appropriate.

C. Coordination of Events

1. Assist with the planning and coordination of site events.

D. Clerical Duties

1. Assist with enrolling students, filing, answering phones, greeting guests and providing courteous customer service, opening and closing facilities as needed.
2. Clerical duties as needed (faxing, scanning, emailing, mailing, etc.), delivering materials, and word processing; creating flyers and other promotional materials.
3. Required to move video monitors, computers and other equipment.
4. Required to meet with supervisor in a weekly basis.
5. Perform other related duties as directed by supervisor.

SUPERVISOR RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS to perform the position successfully:

Minimum Qualifications:

- Associate's degree in academic field or education
- Knowledge of post-secondary and/or tribal institutions, financial aid and student advising
- Knowledge of Washington K-20 (video-conferencing) Network
- Excellent organizational skills, including good technical and clerical skills
- Excellent customer service skills
- Ability to be a self-starter and sustain a high level of activity with minimal supervision

Preferred Qualifications:

- Experience with and sensitivity to Native American people and cultural customs
- Prior work in an educational setting, including experience working with adult distance learning programs
- Experience working in a team environment

Other Qualifications:

Must have a current driver's license and a driving abstract that meets employer qualifications for insurability.

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