



Job Announcement

Athletic Director

(Full-time, 12 months)

Opening Date:	May 18, 2022
Review Date:	June 24, 2022
Closing Date:	Open until filled
Start Date:	As soon as possible
Location:	Lummi Main Campus
Salary:	\$42,000 to \$46,000

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 NWIC Athletic Director will plan, manage, supervise, train and evaluate the NWIC Athletic Programs for men and women. This position is responsible for promoting a student-centered environment based on Best Practices for Tribal College Student-Athletes. The Director will ensure compliance with the NWIC athletic program rules and policies and collaborate to implement appropriate and effective programming outcomes.

ATHLETIC PROGRAM GOALS

1. Successfully prepare the student-athletes for the AIHEC Tribal College annual basketball competition and intramural sports.
2. Make a significant contribution through the athletic department to improve student retention rate of program of study students to 65% over the next five years.
3. Coordinates fund raising events to accomplish the athletic department's programming goals.
4. Creates and implements a wellness plan for all students inclusive of intramural sports and activities.

DUTIES & RESPONSIBILITIES

1. Develop and manage without exceeding annual budget for the athletic programs.
2. Plan and develop strategies for revenues and resources for the Athletic Department.
3. Contract athletic coaches, facilities, and referees for the men's and women's teams.

4. Plan all practices, meetings, travel, and game day events.
5. Recruit student-athletes and maintain a high quality program.
6. Schedule games and quarterly athletic activities for men's and women's athletic programs
7. Secure officials and transportation necessary for program implementation.
8. Manage sports equipment and arrange for use of facilities
9. Coordinate fundraising activities including the NWIC Annual Athletic Golf Tournament.
10. Participate in the NWIC Retention Team efforts to increase the student retention rate.
11. Certify student eligibility and participation in athletics in accordance with established policies.
12. Discipline student athletes regarding infractions of team or College rules/policies.
13. Teach Physical Education courses quarterly.
14. Provide monthly and quarterly athletic reports to the Dean for Student Life.
15. Represent Northwest Indian College in a positive and professional manner, adhering to a drug and alcohol free lifestyle.
16. Other duties as assigned

SUPERVISOR RESPONSIBILITIES

This position is responsible for hiring and supervising assistant coaches.

QUALIFICATIONS to perform the position successfully:

Minimum Qualifications:

- Bachelor's degree in related field
- 2 years' experience in a position working with students in a similar capacity
- Must have a thorough knowledge of NCAA rules and regulations
- Washington State Driver's license and NWIC insurability requirements
- Recruiting experience
- Ability to travel

Preferred Qualifications:

- Master's Degree in related field
- Previous experience working in a Tribal College
- Previous experience working in native communities and with students
- Experience with first-generation college students

Knowledge, Skills and Abilities:

- Strong interpersonal skills, specifically an ability to work well with all people
- Proven ability to work in a team environment to achieve strategic and departmental goals.
- Excellent written and oral communication
- Computer skills
- Skilled in organization, planning, coordinating to accomplish the reporting goals and the

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