

**Job Announcement**  
**English/Communication Faculty – Swinomish**  
**(Part-time, adjunct)**

<b>Opening Date:</b>	April 27, 2022
<b>Review Date:</b>	<b>Extended to June 30, 2022</b>
<b>Closing Date:</b>	Open until filled
<b>Start Date:</b>	Fall Quarter 2022
<b>Location:</b>	Swinomish Site
<b>Salary:</b>	\$45.00 per credit hour

*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*

**SCOPE OF WORK**

Approved English Instructors are responsible for teaching pre-college and/or college level English courses as assigned. Instructors shall acknowledge the cultural perspective of students, use a variety of methods to convey necessary knowledge and skills, and develop student self-esteem. The faculty member is expected to prepare students for completion of NWIC degrees and to transfer to four-year institutions.

**DUTIES & RESPONSIBILITIES**

1. Develop course syllabi and curricula.
2. Teach courses in pre-college and/or college level English/Communication.
3. Submit necessary reports such as enrollment, assessment, progress and grading information in a timely manner.
4. Order textbooks and supplies in advance of courses taught following established college timelines.
5. Create an environment, a presentation style and a pace in which learning is enhanced.
6. Maintain at least 1 hour of office availability each week for each course taught.
7. Present a Tribal cultural focus, with place-based materials.
8. Submit information to their supervisor regarding scheduling, needs, forms, and requests in a timely manner following established timelines.
9. Assist in the assessment of student learning outcomes.
10. Participate in content area activities /work.
11. Participate in at least one in service or pre-service activity.

## **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

## **QUALIFICATIONS REQUIRED to perform this position successfully:**

### **Minimum Qualifications**

- Master's degree in English, **or** related discipline.
- Experience teaching at the postsecondary or secondary level (TA experience acceptable; instructor experience preferred).
- 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.
- Ability in utilizing a variety of instructional delivery methodologies and a strong academic preparation in reading as evidenced by undergraduate and graduate level coursework.

### **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, 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. 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](http://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](mailto:employment@nwic.edu)