

## JOB ANNOUNCEMENT

### Tribal Governance and Business Management Faculty (Full-time, 9 months)

<b>Opening Date:</b>	August 31, 2022
<b>Review Date:</b>	September 15, 2022
<b>Closing Date:</b>	Open until filled
<b>Location:</b>	Lummi Main Campus
<b>Salary:</b>	<b>\$38,817</b>

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. *The salary is based on a 9 month/academic year contract, with the possibility of supplemental summer salary through research grants and/or summer teaching.*

*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

Northwest Indian College invites applicants for a full faculty position on Lummi campus in the Tribal Governance and Business Management (TGBM) department. The TGBM Instructor is responsible for teaching college-level Business and Tribal Governance courses in Native American leadership, sovereignty, economic development, entrepreneurship, and management. A preference for experience teaching accounting is desirable. Experience working with online hybrid modality, VCH and Canvas, is preferred.

Instructors shall acknowledge the cultural perspective of students, and 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 developing the fundamental skills and knowledge necessary to be productive and successful administrators in tribal community and business organizations. The faculty member is expected to prepare students for the completion of NWIC degrees.

## **DUTIES & RESPONSIBILITIES**

1. Teaching is the first focus. The faculty member is expected to teach 15 credit hours of courses quarterly. Extra classes will be added if the student count in courses is low. The faculty member is expected to prepare students for completion of NWIC degrees and to transfer to four-year institutions. The faculty member is responsible for curriculum design and redesign of classes. This is part of the ongoing program design and assessment process, which requires a large time commitment.
  - Develop course syllabi and curricula
  - Focus on teaching and advancing educational curriculum related to entrepreneurship, accounting, and business in Native Nations
  - Engage career advising with students
  - Integrate, develop, and build career readiness modules in existing coursework
  - Submit necessary reports where applicable such as enrollment, progress, and grading information in a timely manner
  - Maintain and update course canvas pages with assignments, course materials, and resources
  - Order textbooks and supplies in advance of courses taught following established college timelines
  - Create an environment, a presentation style and a pace in which learning is enhanced
  - Maintain at least ½ hour of office availability each week for each credit of lecture class taught
  - Present in a Native American cultural focus
  - Participate in the assessment of student learning outcomes and our assessment work on an institution level
  - Maintain class and advising schedule
  - Participate in content area activities/work, and faculty institutional working groups/committees.
  - Obtain working knowledge and skills concerning the Cap as educational system
2. Advising is the second focus. Faculty at NWIC are expected to meet regularly with and provide academic and career advising to a group of students who are assigned to them. One aspect of advising will be ongoing meetings and coordination with student services advisors. Another aspect involves advising majors and also College club activities.
3. Committee work is the third focus. The faculty member is responsible for contributing to the overall functioning of the college through participation on committees.

## **SUPERVISOR RESPONSIBILITIES**

There are no supervisory responsibilities assigned to this position

## **QUALIFICATIONS to perform the position successfully:**

### **Minimum Qualifications:**

- Master's degree in Business or Public Administration, or ongoing enrollment in Master's degree program.
- Excellent oral and written communication skills.
- Excellent interpersonal/people skills.
- Excellent organizational skills, handling multiple tasks and numerous student files.
- Ability to work well on an independent basis with minimal supervision.

### **Preferred Qualifications:**

- Experience working in the field of tribal governance, or entrepreneurship within Indian Country
- Tribal Governance and Business Management Graduate
- 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, including online hybrid modality.

### **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)