

## JOB DESCRIPTION

### Director of the Salish Sea Research Center – F/T

<b>OPENING DATE:</b>	November 8, 2016
<b>REVIEW DATE:</b>	November 28, 2016
<b>CLOSING DATE:</b>	Open until filled
<b>START DATE:</b>	As soon as possible
<b>LOCATION:</b>	NWIC Main Campus
<b>SALARY:</b>	\$58,000 - \$62,000 Max DOE
<b>SUPERVISOR:</b>	Vice President, Campus Development and Administrative Services

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 position to be filled.

*Indian Preference applies – except as provided by the Indian Preference Act (Title 25, U. S. Code, Section 473), NWIC supports and provides equal opportunity employment and educational opportunities, regardless of race, religion, national origin, age, sex, marital status, physical or mental disability or status as a special disabled veteran or veteran of the Vietnam era.*

#### SCOPE OF WORK

This position is primarily responsible creating and maintaining the vision of the Salish Sea Research Center (SSRC) as a renowned research center that promotes development of NWIC students as Indigenous scholars. The SSRC is a 4,200 sqft research center with a variety of equipment and instruments. Additionally, the research center has two research vessels and a truck. The SSRC has created greater opportunities at NWIC for student research in the marine sciences and has contributed to a greater demand for preparation for graduate studies in the geosciences. The SSRC was developed to increase the presence and influence of Native American leadership in the arena of geosciences and natural resource management. Solutions to environmental degradation require attention to both science and culture. More Native Americans need the education and training necessary to carry out these responsibilities. Specifically, the SSRC is charged with increasing the number of Native Americans with science backgrounds in leadership roles that serve their communities. The SSRC provides the facility for world-class research, and its mission complements and enhances the efforts of the BSNES programming. The Director will develop new research programs and obtain the funding to sustain those programs and research center staff. This position will also carry administrative and teaching responsibilities. The Director is expected to spend their effort roughly as follows: 50% grant funded research, 25% administrative, and 25% teaching. This position will be sustained through competitive awards that the Director is expected to generate. Working with the chair of the science program and science faculty the Director will maximize Tribal College specific awards (e.g., NIFA) and develop partnerships for open competition awards.

The Director will:

- Work closely with the Native Environmental Science Program and participate in faculty planning meetings.
- Participate in NWIC Land Grant visioning and implementation of that vision.
- Provide leadership for the development of an active research program in the biological and environmental sciences at Northwest Indian College.
- Develop grant proposals for research projects.
- Conduct environmental science research, involving students as interns and technicians.
- Teach environmental science courses, at least one per year.
- Work with Native Environmental Science faculty and Coast Salish Institute to create shared vision for research at NWIC.
- Serve on capstone committees for Native Environmental Science students and mentor them through research internships, poster design, and graduate school readiness.

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

#### **Minimum Qualifications**

- Master's in Fisheries Science, Oceanography, Biological Oceanography, Environmental Science, Biology, Chemistry, Geography or a related discipline;
- Two years' experience conducting scientific research;
- Experience writing research articles that are published in scientific journals;
- Experience with writing grant proposals and managing grant-funded projects;
- Broad interests in the environmental sciences and ecology;
- Ability to communicate effectively both verbally and in writing;
- Strong interpersonal skills; and
- Safe boat operation and boat maintenance skills helpful.

#### **Preferred Qualifications**

- Doctorate in Fisheries Science, Oceanography, Biological Oceanography, Environmental Science Biology, Chemistry, Geography or a related discipline;
- Experience working with Tribal organizations on environmental issues;
- Experience working in Native American communities;
- Experience implementing and/or administering research projects and facilities; or
- Any combination of the above that the initial screening committee deems appropriate.

### **DUTIES AND RESPONSIBILITIES**

1. The primary focus of the Salish Sea Research Center Director is to provide leadership for the development of an active research program in the biological and environmental sciences at Northwest Indian College. This will involve preparing grant proposals for research in a variety of scientific disciplines in the environmental sciences (e.g., freshwater biology and chemistry, marine biology and chemistry, botany, water quality). The Director will conduct research in aquatic/fisheries/environmental sciences, manage grant-funded research projects, work with the Science Coordinator to track grant budgets, and mentor faculty researchers to ensure that project objectives and reporting requirements are met. The Director will supervise research center staff and mentor students participating in research during summer and academic year internships.

2. Another focus of the position is to cultivate and strengthen relationships between Northwest Indian College and various government agencies and institutions such as Pacific Northwest tribal natural resource agencies, NOAA Fisheries Science Center, US EPA, University of Washington Sea Grant, UW Friday Harbor Marine Laboratories and others, to expand opportunities at the NWIC main campus and extended campus sites. The Director will work to establish collaborative relationships that provide opportunities for student internships with these agencies and institutions, and for agency staff to come to the college to lead workshops and collaborate with NWIC faculty to teach courses. The Director will facilitate internship opportunities for students at agencies and organizations near the main campus and/or extended campus sites.
3. A third focus of the position is teaching. The Director will develop and/or teach at least one course per year. Courses will be offered through distance learning or hybrid formats to serve both the main campus and extended campus sites. The faculty member is expected to support students in completing Associate degrees and the B.S. in Native Environmental Science degree. The Director is responsible for course preparation, curriculum design, and assessment of course and program outcomes.

### **SUPERVISORY RESPONSIBILITIES**

Currently this position will involve the supervision of two fulltime staff and two or more student interns conducting research. May carry out supervisory responsibilities in accordance with the college's personnel policies and applicable laws.

### **COMPETENCIES**

To perform the job successfully, an individual should demonstrate the following competencies:

#### **Language Skills**

Ability to read, analyze, and interpret professional and scientific journals, and technical procedures. Ability to write reports, correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of administrators, students, and the general public.

#### **Mathematical Skills**

Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, and correlation techniques.

#### **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 furnished in written, oral, diagram, or schedule form. Ability to be creative in designing student learning experiences.

#### **Computer Skills**

To perform this job successfully, an individual should have knowledge of Internet software; spreadsheet software and word processing software.

#### **Other Skills and Abilities**

Preference will be given to applicants with experience working in Native communities.

#### **Physical Demands**

While performing the duties of this job, the employee is required to stand; walk; sit; reach with hands and arms; balance; stoop, kneel, crouch, talk and hear. The employee must occasionally lift and/or move up to

20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

### **Work Environment**

The work environment for this position is an office, laboratory, classrooms, and outdoors. The work is primarily indoors, but outdoor field work could involve collecting water samples in streams, rivers, lakes or marine environments, doing plant surveys, or collecting soil samples in a forest or other outdoor environment. Outdoor work could involve exposure to moderate levels of heat cold, and humidity or rain. The noise level in the work environment is usually moderate. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **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. Equal Employment Opportunity (EEO) form
4. Current and complete professional resume
5. Copies of colleges transcripts (*official copy requested at time of hire*)
6. Three **letters** of recommendation from persons, who 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/jobs](http://www.nwic.edu/jobs) or may be requested from and submitted directly to:

Northwest Indian College  
Human Resources  
2522 Kwina Road  
Bellingham, WA 98226-9278  
Telephone/Fax: (360) 392-4230  
Email: [employment@nwic.edu](mailto:employment@nwic.edu)