



JOB ANNOUNCEMENT

Job Title:	Academic Coordinator – Adult and Supplemental Education
Department:	Academic Affairs
Reports to:	Vice President of Academic Affairs
FLSA Classification:	Non-exempt (part-time)
Schedule:	16 hours per week (8 on Fridays)
Pay:	Starting \$33 per hour
Supervises:	No

POSITION BRIEF

California Indian Nations College (CINC) announces the position of Academic Coordinator for Adult and Supplemental Education. This position develops and manages the GED program, including counseling, instruction, recruitment, and retention. GED classes currently meet on Fridays. The incumbent will also develop and manage supplemental instruction, providing tutoring for college students and working with professors to find and focus on students falling behind in classes. Supplemental instruction currently takes place on Wednesdays and by appointment.

ABOUT CINC

California Indian Nations College is an exciting opportunity! We are a start-up tribal college with a curriculum that incorporates Native culture, language, and values. The College is committed to becoming the first accredited two-year tribal college in California. With the support of the Twenty-Nine Palms Band of Mission Indians, College of the Desert, UC Riverside, and Native American educators and community members, we are growing faster than we could imagine!

We aim to continue this momentum with the inclusion of highly-skilled, experienced, and motivated individuals who can help us do a nearly impossible task: build the College from the ground up. CINC needs creative individuals with the ability to excel at their positions and engage with students from a wide range of academic skills and backgrounds.

CINC is currently located in Palm Desert, California, in the heart of Southern California Indian Country. Multiple reservation communities are nestled in the Coachella

APPLY

California Indian Nations College is looking for highly qualified individuals. Only those who meet the minimum qualifications will be considered for the positions below. Please submit your CV and/or resume along with your cover letter at hr@CINCollege.org.

See job description below.



JOB DESCRIPTION

Job Title:	Academic Coordinator – Adult and Supplemental Education
Department:	Academic Affairs
Reports to:	Vice President of Academic Affairs
FLSA Classification:	Exempt or Non-exempt (Full-time or part-time)
Supervises:	No
Created / Updated:	November 19, 2019

POSITION OVERVIEW

California Indian Nations College (CINC) announces the position of Academic Coordinator who will be responsible for carrying out planned instruction, satisfactory implementation of college curriculum as applicable to the position. Candidates must be able to develop the program(s) from the ground up in collaboration with multiple parties, interests, and partner institutions.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Teaching courses for CINC including but not limited to workshops and GED courses
- Serving as the instructor for the supplemental instruction program
- Tracking student progress and attendance
- Recruiting and retaining students
- Maintaining files and records
- Complying with FERPA standards
- Preparing and implementing academic grants
- Student advising
- Maintaining a positive, upbeat manner; promoting and exemplifying College values and representing departmental objectives and interests to staff, students, faculty, and potential students
- Following up on complaints, questions, and concerns; responding to internal/external potential or current student needs in a friendly, timely, and efficient manner
- Complying with established safe work practices and attending to all safety-related training provided or made available by the College.
- Other duties as assigned

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- Minimum of 1 year of experience and a Bachelor's degree
- Experience working with adult students
- Experience working with GED instruction curriculum

Required Technical / Other Skills and Abilities

- Knowledge of Google Docs and Microsoft Office, specifically Excel, Word
- Strong academic skills
- Excellent oral and written communication skills
- Strong organizational skills
- Positive attitude
- Must be sensitive to the diverse academic, socioeconomic, cultural, and ethnic backgrounds of tribal and community colleges
- Must also be understanding of the ability and disability of students
- Ability to communicate clearly with others
- Knowledge of teaching and learning theories

Preferred Qualifications

- Experience with tribal education
- Experience with online and distance education
- Qualified Native American applications strongly encouraged to apply

PHYSICAL DEMANDS

The physical demands described on the attached “Physical Demands of Position” chart are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. See attached “Physical Demands of the Position”.

CONFIDENTIAL INFORMATION

This position has access to confidential information – such as student records.

TRAVEL

This position may require travel.

EQUAL OPPORTUNITY EMPLOYER

We are an Equal Opportunity/Affirmative Action Employer; the College maintains a policy which prohibits the discrimination and harassment on any basis including, but not limited to, race, age, color, religion, sex, gender, pregnancy, marital status, national origin, tribal affiliation and non-tribal affiliation, physical or mental disability, medical condition, veteran status, sexual orientation, ancestry, and any other protected characteristics. If you need special accommodation for the application process, please contact Human Resources.

ACKNOWLEDGEMENT

I have been given a copy of this position description. I understand that I may be asked to perform job tasks and duties not listed in the description and that my supervisor may change the description at any time, according to College needs.

<i>Signed – Employee</i>	<i>Date:</i>
<i>Signed – Supervisor</i>	<i>Date:</i>

cc: Incumbent, Supervisor, Personnel File