



## JOB ANNOUNCEMENT

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<b>Job Title:</b>	Academic Coordinator – Administration; Instructor
<b>Department:</b>	Academic Affairs
<b>Reports to:</b>	Vice President of Academic Affairs
<b>FLSA Classification:</b>	Non-exempt (full time)
<b>Schedule:</b>	40 hours per week
<b>Pay:</b>	Starting \$33 per hour
<b>Supervises:</b>	No

### POSITION BRIEF

California Indian Nations College (CINC) announces the position of Academic Coordinator for Administration and Instructor. This position handles a variety of administrative tasks in support of the Vice President of Academic Affairs. The incumbent will also be expected to teach courses for the College in partnership with College of the Desert (COD). As such, long-term employment is contingent upon successful completion of the hiring process and approval to teach as an adjunct with COD. The number of courses taught will vary by term relative to administrative hours.

### 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 Valley among the backdrop of the Santa Rosa and San Jacinto mountains in central Riverside County.

### 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](mailto:hr@CINCollege.org).

*See job description below.*



## JOB DESCRIPTION

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<b>Job Title:</b>	Academic Coordinator – Administration; Instructor
<b>Department:</b>	Academic Affairs
<b>Reports to:</b>	Vice President of Academic Affairs
<b>FLSA Classification:</b>	Non-exempt (Full-time)
<b>Supervises:</b>	No
<b>Created / Updated:</b>	November 19, 2019

### POSITION OVERVIEW

Under the direction of the Vice President of Academic Affairs, the Academic Coordinator – Administration will plan and perform a wide variety of complex tasks and general support for the College to assure timely and efficient office operations that may include information of a sensitive or confidential nature. The incumbent will also provide relief of technical and administrative duties including research, tutoring, information gathering, and files and records management for the Academic Affairs Division. They will use discretion, sound judgement, and apply knowledge of relevant law(s), college policies, regulations, and procedures. The incumbent will also be expected to teach courses for the College in partnership with College of the Desert (COD). As such, long-term employment is contingent upon successful completion of the hiring process and approval to teach as an adjunct with COD. The number of courses taught will vary by term relative to administrative hours.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- Plan and provide high-level, complex administrative support and perform technical office duties
- Assist in developing the Division from the ground up in collaboration with multiple parties, interests, and partner institutions
- Teach courses for CINC in conjunction with College of the Desert
- Act as liaison in coordinating matters between Academic Affairs and other executive-level administrators, students, faculty, department chairs, and outside parties, as applicable
- Research, analyze, and prepare information
- Maintain files and records, developing organizational structure, ensuring compliance with FERPA standards
- Maintaining a positive, upbeat manner; promoting and exemplifying College values and representing departmental objectives and interests to staff, students, faculty, and potential students
- Follow up on complaints, questions, and concerns; responding to internal/external potential or current student needs in a friendly, timely, and efficient manner
- Ensure completeness and compliance with College standards, policies, and procedures
- Complying with established safe work practices and attending to all safety-related training provided or made available by the College
- Other duties as assigned

## **MINIMUM QUALIFICATIONS**

Long-term employment is contingent upon successful completion of the hiring process and approval to teach as an adjunct with College of the Desert.

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**

- Meet the minimum qualifications for instruction in their field at College of the Desert
- Experience working with college students
- Experience working in an office environment

### **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
- Knowledge of teaching and learning theories

## **PREFERRED QUALIFICATIONS**

- Experience with tribal education
- Experience working with college administration
- 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