



Northwest
Technical College

Northwest Technical College
invites applications for the position of:

American Indian Resource Center Coordinator

MAPE JOB POSTING

- CLASSIFICATION:** MnSCU Academic Professional 1 (PCN 01147917)
- OPENING DATE:** December 19, 2022
- CLOSING DATE:** Applications will be accepted until the position is filled. Initial review of applications will begin on **Wednesday, January 18th**, so applications should be submitted by that time for guaranteed consideration.
- POSITION LOCATION:** Northwest Technical College campus – American Indian Resource Center
- JOB TYPE/SCHEDULE:** Unlimited Full-time; Monday – Friday 8:00 a.m. – 4:30 p.m.
- SALARY:** Depends on Qualifications; current salary range is \$21.43 - \$31.00 per hour

NORTHWEST TECHNICAL COLLEGE (NTC) invites applicants to join our team as an **American Indian Resource Center Coordinator**. To accomplish our mission of “preparing students for rewarding careers”, we prioritize creating a culture in which diversity is embraced and all people are safe, welcome, and validated. NTC has prepared students for fulfilling careers in high-demand fields for more than 50 years. The college’s accessible, affordable, hands-on programs also help the region’s employers meet their ever-growing need for a highly skilled workforce. NTC serves more than 1,000 students with an excellent education, an open-enrollment policy and affordable tuition. Students may pursue nearly 40 degree, diploma and certificate programs in six distinct career paths. Classes are offered on campus, online, or as a combination of both. NTC is a member of the Minnesota State system of colleges and universities.

American Indian Resource Coordinator reports directly to the American Indian Resource Center (AIRC) Associate Director for Student Success and Retention. The Coordinator provides overall guidance and supervision of departmental programs, services, and operations that are designed to enrich student learning, to build and maintain a strong sense of community and belonging, and to support the academic, personal, and social development of American Indian students at Northwest Technical College (NTC). In addition, the Coordinator provides active advising and “wrap around” support for self-identified American Indian students and tends to their development needs including but not limited to: proactive and responsive retention advocacy, trauma-informed and culturally responsive care, health and well-being, social life, and successful integration into NTC. The Coordinator works in tandem with the Associate Director; specifically, as it relates to strategic planning, risk management, and program design, implementation, and assessment. The Coordinator serves as a key liaison to campus units such as: the NTC/BSU Center for Diversity, Equity and Inclusion, NTC Student Success Center, NTC One Stop, NTC Admissions, NTC Financial Aid, BSU Housing and Residential Life, and other administrative and academic supports as needed or appropriate.

Responsibilities of the American Indian Resource Center Coordinator include:

- **American Indian Student Support and Advocacy**

- Providing active advising and “wrap around” support for self-identified American Indian students who are struggling academically, personally, and/or socially; and assess American Indian students’ needs and barriers that may inhibit their success and degree completion.
 - Identifying self-identified American Indian students who are excelling academically to support their next steps to continued educational/career journey. **Percent of Time 40%**
- **Strategic Leadership, Program Development/Implementation, and Assessment**
 - Responsible for the strategic development, implementation, and assessment of functional areas, including but not limited to support and advocacy; retention and persistence efforts; cross-cultural education, engagement, and immersion; social media and other marketing (NTC/AIRC web site, Facebook, Instagram, brochures, e-newsletters).
 - Performance Indicators: clients are well informed about NTC services; questions are answered in a prompt and accurate manner; when necessary, questions are appropriately referred; all requests are accurately answered and addressed in a timely and courteous manner. **Percent of Time 20%**
- **American Indian Retention and Persistence Efforts**
 - Responsible for overseeing retention and persistence efforts for American Indian students, including but not limited to weekly retention check-in hours, developing a peer mentor program, cultural events, recognition banquets, graduation celebration for stole presentation to American Indian students.
 - Working in tandem with the AIRC Associate Director for Student Success and Retention, and in conjunction with the AIRC Executive Director, to develop, implement, and assess retention and persistence within programming for American Indian students (e.g., NTC Welcome Day and Orientation Events). **Percent of Time 20%**
- **Cross-Cultural Education, Engagement, and Immersion**
 - Provides campus-wide initiatives that educate and engage campus community regarding American Indian issues, topics, traditions, heritage, and history, including but not limited to: AIRC Day of Welcome, Indigenous Peoples’ Day, American Indian Heritage Month, and Cultural Events.
 - Conducting professional development opportunities, classes, and events on behalf of the AIRC (e.g., faculty, staff, students, student organizations, alumni, family, Tribal and other community members) in tandem with the AIRC Associate Director for Student Success and Retention, and in conjunction with the AIRC Executive Director, to develop, implement, and assess retention and persistence within programming for American Indian students (e.g., NTC Welcome Day and Orientation Events). **Percent of Time 10%**
- **Engage in Additional Projects and Duties**
 - Manages the day-to-day operation of the NTC American Indian Resource Center site.
 - Developing effective collaborations with campus units, departments, faculty, and staff interfacing with the AIRC, including but not limited to: NTC/BSU Center for Diversity, Equity, and Inclusion, NTC Student Success Center, NTC One Stop, Student Conduct, Aramark Dining Services, NTC Admissions, NTC/BSU Career Services, NTC Financial Aid, BSU Housing and Residential Life, and other administrative and academic supports.
 - Be active locally, regionally, and nationally in organizations that support and inform these areas, and serve on department division, and campus committees as approved.

- Perform other job-related duties as assigned. **Percent of Time 10%**

Minimum qualifications for this position include:

- Bachelor's degree from an accredited college or university OR an Associate's degree with two (2) years of relevant experience.
- Demonstrated ability to effectively work with American Indian students, faculty, staff, Tribal leaders, and Tribal entities.
- Demonstrated knowledge in academic and personal matters that positively impact retention and persistence rates of American Indian students.

Preferred qualifications include:

- Demonstrated knowledge of and appreciation for American Indian culture and ways of life.
- Demonstrated in-depth knowledge of local Tribal communities and resources.
- Demonstrated knowledge of experience with diverse cultures and populations.
- Demonstrated experience in grant management.
- Demonstrated ability to perform multiple tasks.

To facilitate the review, assessment, and evaluation process, please ensure that your application and/or resume clearly demonstrate fulfillment of these required and preferred qualifications.

Other considerations:

- All applicants must be able to lawfully accept employment in the United States at the time of an offer of employment.
- Official transcript(s) must be provided to Human Resources upon hire.
- Employment for this position is covered by the collective bargaining agreement for the Minnesota Association of Professional Employees (MAPE), which can be found at <https://mn.gov/mmb/employee-relations/labor-relations/labor/mape.jsp>.
- In accordance with the Minnesota State Colleges and Universities (MinnState) Vehicle Fleet Safety Program, faculty and staff driving on college/university business, who use a rental or state vehicle, shall be required to complete a vehicle Use Agreement form and conform to MinnState's vehicle use criteria and consent to a motor vehicle records check annually.
- BSU and NTC are tobacco free workplaces ([see policy](#)).

TO APPLY:

Apply online: <https://ntcmn.peopleadmin.com/>

Inquiries about the position:

Chrissy Downwind, Executive Director American Indian Resource Center

Email: chrissy.downwind@bemidjistate.edu

Phone: (218) 755-2141

If you have general questions about this posting or submitting an application, contact Melanie Pakonen at melanie.pakonen@bemidjistate.edu

All employees must comply with department and institution procedures and policies, MinnState policies and procedures, as well as local, state, and federal laws, regulations, guidelines and business and industry standards.

This description is intended to indicate the kinds of tasks and level of work difficulty required of the position. It is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar level of difficulty.

COLLEGE / COMMUNITY: Northwest Technical College is in Bemidji, Minnesota, in Northern Minnesota. The greater Bemidji community has a population of 25,000 and serves as a regional center for education, commerce, recreation, health care, and the arts. Bemidji State University, a partner institution, and Northwest Technical College welcome 6,000 students annually. Northwest Tech offers hands-on learning in Business, Health Care, Manufacturing, Transportation, and General Education. As a partner in Distance Minnesota, the College is engaged in innovative distance education with most of its programs offered online in addition to on campus. Northwest Technical College is a member of the Minnesota State Colleges and Universities System (Minnesota State) <https://www.minnstate.edu>. To learn more about the student-centered environment at Northwest Technical College, visit www.ntcmn.edu.

WHY BEMIDJI:

In this Northwoods setting, students, staff, and faculty have a variety of activities at their fingertips. Possessing all the charm and character of a college town, Bemidji remains a tight-knit community of good neighbors and engaged citizens. While the city of Bemidji — named after the Ojibwe Chief Shaynowishkung (nicknamed Bemidji) — is home to a diverse population of more than 15,000 people, it serves a regional population of more than 100,000.

Located between three American Indian reservations – Leech Lake, Red Lake, and White Earth, students have an opportunity to experience a dynamic local culture and history. Bemidji also sits at the center of the legends of Paul Bunyan and Babe the Blue Ox. The famous statues of Paul and Babe greet students as they drive along Lake Bemidji.

Though quaint and historic, the city offers the urban conveniences upon which college students rely. Northwest Technical College is conveniently located minutes away from affordable restaurants, cozy coffee shops, grocery stores, city parks, and more. Small, locally-owned shops and art sculptures line the streets of downtown Bemidji, while national chains can be found in and around the Bemidji area, including an uptown selection of department stores and restaurants.

The thriving downtown community presents ample opportunities for engagement off-campus. Among other things, there are fine-dining restaurants, cafes, and a natural foods co-op in downtown Bemidji. The historic Paul Bunyan Playhouse has a calendar of classic shows; restaurants and lounges offer weekly live music performances; the First Friday Art Walk provides a tour of new monthly art exhibits; and annual events such as the Loop the Lake Festival, the Dragon Boat Festival, the Blue Ox Marathon, Bemidji Winterfest, and The Minnesota Finlandia bring the community together.

For those who love the outdoors, there are wooded, multi-use trail systems within minutes of campus and community parks with walking trails, playgrounds and a skate park. Lake Bemidji State Park and its miles of navigable trails is located directly across the lake from BSU, and the Buena Vista Ski Area — just 12 miles north of town — offers downhill skiing and BSU-sponsored student transportation in the winter months. Further, the Mississippi River Headwaters is a mere 45 minutes from Bemidji.

For further information, visit our website at: <https://www.ntcmn.edu>

Review a "special report on how this former lumber town has rebuilt itself as a high-speed, regional center of enterprise" at [Bemidji 2.0](#)

Other Resources:

- Visit Bemidji – <https://www.visitbemidji.com/>
 - 218 Relocate / Greater Bemidji – <https://www.218relocate.com/>
 - Bemidji Area Chamber of Commerce – <https://www.bemidji.org/>
 - Explore Minnesota – <https://www.exploreminnesota.com/article/top-things-to-do-bemidji>
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Statement of Notice

Northwest Technical College prohibits discrimination and sexual violence of any kind. Contact the Center for Civil Rights [Investigation Office](#) if you have concerns regarding discrimination and/or sexual violence. Per [Minnesota State System Procedure 1B.3.1](#), all universities and colleges must provide contact information of their Title IX Coordinator.

Steven D. Parker, Campus Diversity Officer & Title IX Coordinator

Email: TitleIX@bemidjistate.edu

Phone: (218) 755-4121

1500 Birchmont Drive NE, Deputy Hall, Room 211, Bemidji, MN 56601

Northwest Technical College is an Affirmative Action Equal Opportunity Employer and Educator. This document is available in alternative formats to individuals with disabilities. Consumers with hearing or speech disabilities may contact us via their preferred Telecommunications Relay Service.