

EVERGREEN

The Evergreen State College EMPLOYMENT OPPORTUNITY

Web: www.evergreen.edu/employment

Email: jobline@evergreen.edu

Phone: (360) 867-5361 TTY: (360) 867-6834 Fax: (360) 867-6823

Bulletin 2008-017MJL

Opens: April 10, 2008

Review of applications begins May 2, 2008

Applicants are encouraged to apply by this date.

ASSISTANT DIRECTOR – NORTHWEST INDIAN APPLIED RESEARCH INSTITUTE

COLLEGE PROFILE

The Evergreen State College is a progressive, public liberal arts and sciences college located in Olympia, Washington, in the beautiful Pacific Northwest. Since opening its doors in 1971, Evergreen has established a national reputation for leadership in developing innovative interdisciplinary, collaborative and team-taught academic programs. The college has a vibrant undergraduate program, a graduate program and seven public service centers that create a unique academic setting. The college values a student-centered learning environment, a link between theory and practice, and a multicultural community of diverse faculty, students and staff working together. Current enrollment is approximately 4,500. For more information about Evergreen, please visit our college catalog or our website: <http://www.evergreen.edu>

PROFILE OF THE NORTHWEST INDIAN APPLIED RESEARCH INSTITUTE

The Institute will design, organize, sponsor and conduct applied research (applying theory to practice) on contemporary and vital Northwest Indian issues in collaboration with tribal nations of this region, state agencies charged with responsibility for such issues and with community organizations. The research is to be conducted primarily by students and faculty at The Evergreen State College under the supervision of Institute staff at the request of such tribal, state and community representatives. In its work, the Institute will focus on issues related to the following subject areas: governance, cultural revitalization, natural resource management and conservation, and economic sustainability. The Institute will also organize and sponsor conferences, workshops, symposia and other meetings, publish reports on Institute sponsored research projects and conference proceedings, and work collaboratively with other Evergreen State College public service centers, faculty and academic programs.

POSITION PURPOSE

Assist the Director in the overall administration of the Institute and its programs. Program administration duties will include: coordinating and supervising individual research projects in the four thematic areas listed above, serving as liaison to tribal and state government officials, community leaders, students, faculty and staff for Institute initiatives and activities, coordinating workshops, seminars and conferences and supervising publication of research findings and reports on the proceedings of Institute sponsored meetings. The Assistant Director will specifically be responsible for: research coordination; writing reports to sponsoring agencies and grantors; administering project budgets as assigned; developing assessment tools for the various programs of the Institute; implement and manage personal service and contract agreements, facilitating communication with Tribal and State agencies and Native American community members; representing the director, in the absence of the director, for any event or program.

(over)

COMPENSATION

- Experience and training may be considered in salary placement.
- Salary range is up to \$3,766.00 per month of full-time work.
- A full benefits package which includes: 12 days of sick and 22 days of vacation leave per year; paid holidays; a generous medical, dental, life and disability insurance package for employees and dependents; the TIAA-CREF retirement program; deferred compensation and optional supplemental retirement accounts are available. For more information about Evergreen's excellent employee benefits, view <http://www.evergreen.edu/payroll/employeebenefits.htm>
- After six months of employment, employees are eligible for the statewide tuition waiver program.

DESIRED QUALIFICATIONS

- Bachelor's degree, with additional consideration for a graduate level or professional degree.
- Background in Tribal government public policy research and analysis, knowledge of Tribal natural resource management, cultural resource management, or economic development.
- Five years of successful professional public policy experience with an emphasis on a broad spectrum of Pacific Northwest Native American issues (e.g., Tribal natural resource management, cultural resources management, economic development, etc.) and community leaders.
- Two years of experience in budgeting, financial management, grant writing and management, fundraising and public relations.
- Experience supervising and managing the work of staff and student/contract researchers.

ESSENTIAL FUNCTIONS

- Plan, develop and administer research and educational programs reflecting the vision of the Institute. The Assistant Director will specifically be responsible for:
 - Research coordination;
 - Writing reports to sponsoring agencies and grantors;
 - Administering project budgets as assigned;
 - Developing assessment tools for the various programs of the Institute;
 - Implement and manage personal service and contract agreements, facilitating communication with Tribal and State agencies and Native American community members;
 - Representing the director, in the absence of the director, for any event or program.
- Accountable for budget management, contract management, grant writing, fundraising and public relations.
- Coordinate Institute workshops, seminars and conferences; supervise publication of research findings and reports on the proceedings of Institute sponsored meetings.
- Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of Native cultural revitalization, economic sustainability, natural resource management and conservation and governance issues, particularly as they affect Pacific Northwest Indian Tribes.
- Demonstrated ability to work diplomatically with a wide range of Native communities, public agencies and the higher education community.
- Excellent public presentation and writing skills.
- Demonstrated ability to write reports and deal with complex issues.
- Experience in program budget management.
- Ability to use discretion in working with confidential information.
- Demonstrated mature judgment and decision-making abilities to represent the Institute at The Evergreen State College in a professional manner.
- Knowledge and skills to work successfully in a multicultural setting.
- Understanding of software application such as Word, Excel, Desktop Publishing, and Page Maker and Web management.
- Experience in designing and implementing database tools.
- Ability to be flexible and diplomatic.

CONDITIONS OF EMPLOYMENT

- Must provide proof of identity and employment eligibility within three (3) days of beginning work, and may be required to submit to a background check.

APPLICATION PROCESS

Please carefully read the job bulletin and submit **all requested items by the review date for first consideration**. After the review of applications begins, this position may close without further notice. Applicants will not be notified once a closing date has been established. The committee in its screening of applicants will assume your abilities and experience include only those elements specifically documented within your application materials.

TO SUCCESSFULLY APPLY AND BE CONSIDERED FOR THIS POSITION YOU MUST COMPLETE AND SUBMIT ALL THE FOLLOWING REQUIRED APPLICATION MATERIALS:

1. A letter of application that addresses the extent to which you meet the Desired Qualifications, and that thoroughly describes how your qualifications, education, training and work experience relate to the Position Purpose and the **first four items listed** in the Knowledge, Skills and Abilities section listed above.
2. A resume that includes a chronological work history that details your education, training and professional experience including months and years in each position.
3. A completed Reference and Affirmative Action Data form, including the names, current addresses and telephone numbers of at least three work-related references. This form is attached.

Materials may be submitted using any one of the following options:

- ❖ **Email:** jobline@evergreen.edu
- ❖ **Mail:** The Evergreen State College
Human Resource Services, SEM I Room 4107
2700 Evergreen Parkway NW
Olympia, WA 98505
- ❖ **Fax:** (360) 867-6823
- ❖ **Or in person to the Human Resource Services office.**

Application materials submitted to the College become property of the College and will not be returned.

To request disability accommodation in the application process, call the Human Resource Services Office at (360) 867-5361 (voice), or (360) 867-6834 (TTY) or email your request to jobline@evergreen.edu.

Changes and/or modifications to this bulletin will be located in the Human Resource Services Office, Seminar I Building, Room 4107 and on our web site at: www.evergreen.edu/employment

Committed to equal opportunity and operating with an Affirmative Action Plan, The Evergreen State College is working to build a diverse faculty and staff. We strongly encourage qualified persons of all races, ethnicities, and sexual orientations, persons of disability, persons over forty, women, Vietnam Era and disabled veterans to apply.

AFFIRMATIVE ACTION DATA

Please complete and return this form with your employment application package.

Name: (Print) _____

Position: ASSISTANT DIRECTOR – NORTHWEST INDIAN APPLIED RESEARCH INSTITUTE 2008-017MJL

Check the item that best describes how you first heard about this position.

- Evergreen's web site
- Evergreen Colleague
- Letter/E-mail from Evergreen's Office for Equal Opportunity
- Colleague not at Evergreen
- I was nominated
- Chronicle of Higher Ed
- An organization electronic notice:

- An organization publication:

- Other web site:

- Newspaper or
other publication: _____
- Other:

The Evergreen State College is an equal opportunity employer. The college's state-approved Affirmative Action Program seeks to ensure that employment opportunity information reaches all qualified potential candidates, including African Americans, American Indians/Alaskan Natives, Asians/Pacific Islanders, Caucasians, Hispanics, women, men, persons age 40 and over, persons with disabilities, disabled veterans, and Vietnam era veterans. To implement this program more successfully, the college requests that you provide the following information. Submission of this statistical information is voluntary; failure to complete this portion of the form will not adversely affect your candidacy for employment.

This information will be separated from your application and handled confidentially by the Office for Equal Opportunity.

Please check any/all of the following that apply:

- Male
- Female
- African American/Black
- Asian/Pacific Islander
- Age 40 or older
- Caucasian/White
- Hispanic/Latino
- Person with a disability
- Native American/American Indian/Alaska Native
- Special Disabled Veteran (30% or more disability)
- Vietnam Era Veteran (served 180 days or more between 2/28/61 and 5/7/75 and does not have a dishonorable discharge)

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REFERENCES

Name: (Print) _____

Position: ASSISTANT DIRECTOR – NORTHWEST INDIAN APPLIED RESEARCH INSTITUTE 2008-017MJL

References: Please print or type: Name, position title, current address and telephone number.

1. _____

2. _____

3. _____

(List additional references on separate sheet)

"I hereby authorize The Evergreen State College to make inquiries regarding my education, work experience and references, unless otherwise stated. I hereby release all parties and persons associated with any such inquiries from liability in connection with information they give."

Comments: _____

Signature of Applicant

Date