

**ILISAGVIK COLLEGE**  
**-EXTERNAL JOB ANNOUNCEMENT -**  
**Posting Date: October 15, 2016**  
**Closing Date: Until Filled**

**POSITION:** Cultural Activities Coordinator  
**LOCATION:** Barrow, Alaska  
**REPORTS TO:** Dean of Students  
**WORK SCHEDULE:** Hours may vary (Including possible evening and weekend work)  
**COMPENSATION:** \$32.74 DOE + Benefits Non-Exempt Position

**JOB DESCRIPTION:** Coordinates and plans cultural, recreational, and career activities in the residential and recreation areas; Coordinates cultural orientation for Orientation and dormitory students; Coordinates and schedules daily cultural activities and events for students; tracks participation and actively strives to increase student attendance; Plans and facilitates Iñupiaq Cultural activities for students; Assists with student recruitment and community outreach programs; Ensures student compliance with Residential Center rules, regulations, and policies; Interacts with students to foster a positive and supportive learning and residential environment; Develops and maintains an active annual calendar of cultural activities and events; Provides assistance and general support to students with daily programs, issues, needs and concerns; Documents and reports all unusual or critical incidents to Dean of Students; Maintains confidentiality with respect to students, records, and other information; Provides student transportation, as needed; Provides an environment conducive to personal and academic growth; Performs other duties as assigned; and complies with College policies, procedures, and administrative directives, as well as state, federal, and local laws, regulations, and ordinances.

**REQUIRED (EDUCATION/SPECIAL SKILLS/TRAINING):** Associates degree or related experience; Ability to speak and write Iñupiaq; Demonstrated knowledge in primary educational systems, Alaska Native institutions and organizations, Alaska Native culture, language, values, and traditions; Familiarity with Alaska rural life and higher education or vocational training processes; Good oral, written, and interpersonal communication skills; Current First Aid and CPR certification or ability to obtain these certifications within first 30 days of employment; Valid driver's license and ability to provide clean DMV report prior to employment; Demonstrated PC skills in Microsoft Word and Excel; Ability to work flexible hours, including weekends; Demonstrated ability to work proactively and with minimal supervision; Demonstrated ability to interact effectively in a multicultural environment; Ability to pass a pre-employment background check; Demonstrated ability to interact effectively in a multicultural environment, including working with various cultural organizations; Demonstrated stable employment history; Demonstrated ability to maintain confidentiality; and valid driver's license.

**PREFERRED (EDUCATION/SPECIAL SKILLS/TRAINING):** Bachelor's degree or equivalent in education or related experience; Demonstrated professional work experience in group recreational activities; Valid driver's license; Demonstrated knowledge in one or more of the following areas: post-secondary educational work experience; North Slope Borough [NSB] institutions and organizations; Iñupiat culture, language, values, and traditions; ability to interpret and represent NSB community values, customs, and beliefs for the College; and ability to interpret and represent College actions and Western institutions to the NSB community.

**PHYSICAL REQUIREMENTS:** The physical demands described here 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; While performing the duties of this job, the employee is required to sit, stand, walk, use hands to finger, handle or feel objects, tools, controls, and reach with hands and arms; The employee is frequently required to stoop, kneel, crouch, or crawl and talk and hear; The employee is occasionally required to climb or balance, and may occasionally drive a vehicle; The employee must be able to lift and/or move up to 40 pounds; and Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**ENVIRONMENTAL CONDITIONS:** The environmental conditions 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; and the employee is regularly required to work indoors with a usually moderate noise level in the work environment.

**SUBMIT REQUIRED APPLICATION, COVER LETTER, AND RESUME TO:**  
**ILISAGVIK COLLEGE P.O. BOX 749 Barrow, Alaska 99723**

**ATTN: Human Resources Fax: [907] 852-3936**

[Application may be downloaded via <http://www.ilisagvik.edu> or contact [jobs@ilisagvik.edu](mailto:jobs@ilisagvik.edu)]

-Ilisagvik College is a Drug Free Work Place and Equal Opportunity Employer-