



NEBRASKA INDIAN COMMUNITY COLLEGE

VACANCY ANNOUNCEMENT

NOTICE: This announcement is not a complete job description. For a complete job description contact HR.

POSITION TITLE: Director of Institutional Research, Planning, and Effectiveness

PRIMARY WORK LOCATION: Santee Campus, Macy Campus, or South Sioux City Campus

CLOSING DATE: Until filled

STARTING SALARY: \$55,000

ABOUT THE COLLEGE: *"The Nebraska Indian Community College provides quality higher education and lifelong educational opportunities for Umo^oho^o (Omaha) Isanti (Santee Dakota) and all learners."* Nebraska Indian Community College is envisioned as a comprehensive Tribal College which values service through high quality education. Institutional programs value and cultivate the creative and productive talents of learners, faculty, and staff, and seek ways to contribute to the self-sufficiency of the Nations served, the wellbeing of our communities, and the quality of life and development of its learners, faculty, and service areas.

QUALIFICATIONS: Masters' Degree required in Data Analytics, Statistics, Social Sciences, Computer Science, or related field. Ability to perform necessary data extraction functions to ensure data validity and maintain data security.

KNOWLEDGE, SKILLS, COMPETENCIES, and ABILITIES:

Preferred candidates will have proven success in the following:

- Required master's degree in data Analytics, Statistics, Social Sciences, Computer Science, or related field; preferred doctorate.
- Demonstrated prior experience in the art and science of data analysis, preferably in a tribal or community college setting.
- Experience using data management databases (3 years preferred)
- Proficiency in Office 365 tools
- Cultural competence in serving Indigenous students and/or other minoritized populations.

SUMMARY OF DUTIES AND RESPONSIBILITIES:

- Supports the College's internal planning and data needs.
- Accepts and completes internal data requests in a timely manner.
- Act as Data Steward for all institutional data efforts, including data collection, analysis, interpretation, reporting to stakeholders, appropriate recommendations, and implementation of institutional data.
- Provides training and guidance as needed to address institution's data literacy needs, including new hire training on the assessment process
- Responsible for institutional and nationally normed surveys; oversees and sends out surveys for data collection and various purposes.
- Governance of institutional data and data reporting at all levels
- Modifications to (as needed) and governance of assessment outcomes, assessment planning, & reporting processes (Institutional, Program, Student Learning Outcomes, academic, non-academic, co-curricular, program review, and the implementation of any additional assessment processes in future: soft skills, cultural)
- Governance of Strategic Planning process (including assisting in maintaining updates, writing Progress Report & Final Report)
- Creation and maintenance of Online Factbook, updated at least annually.
- Creation and maintenance of OIRPE Assessment Plan, including Mission Statement, Goals, Outcomes
- Creation of processes, accompanying manuals & resource guides, and employee training on assessment processes (ongoing)
- Supports the College's external reporting requirements.

SPECIAL INSTRUCTIONS TO APPLICANTS: Nebraska Indian Community College gives preference to eligible and qualified applicants in accordance with the Indian preference in employment act and veterans' preference. In the absence of qualified Indian applicants, consideration will be given to applicants without regards to race, religion, sex, national origin, age, sexual orientation, gender, veteran status, the presence of non-related medical condition or handicap, or other legally protected status. NICC is an Equal Opportunity Employer.

HOW TO APPLY: You can visit us on the web at <http://www.thenicc.edu>. Applications are also available at any of our three campuses. **FACULTY:** Include the following: (1) a letter of intent outlining how you are qualified for the position based upon the qualifications and responsibilities, (2) a resume/CV, (3) a copy of official transcripts, and (4) an NICC Application. Please send your application materials to the Human Resources Director, Gregory Bass III at gbass@thenicc.edu.

NICC (South Campus)
111 Hwy 75
Macy, NE 68039
Phone: 402-837-4183

NICC (West Campus)
North River Road
Niobrara, NE 68760
Phone: 402-494-2311

NICC North Campus
2605 ½ Dakota Ave.
South Sioux City, NE 68776
Phone: 402-494-2311