



Nebraska Indian Community College

Office of Human
Resources

415 N. River Rd. Niobrara, NE. 68760

(402) 241-5943 •

SanAWarrior@thenicc.edu

POSITION TITLE: Public Information Officer (full-time, exempt, salaried position)
PRIMARY WORK LOCATION: Santee Campus, Macy Campus, or South Sioux City
SUPERVISOR: College President
CLOSING DATE: For best consideration submit materials by September 9th, 2020
STARTING SALARY: \$ 45,000

**Note* This is a grant funded position and will end (contingent other funding sources) in September 2021.*

ABOUT THE COLLEGE: “The Nebraska Indian Community College provides quality higher education and lifelong educational opportunities for Umo’ho’ (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.

JOB DESCRIPTION:

The Public Information Officer (PIO) will deliver information clearly and calmly to the public and news media. This includes press releases, news briefs, fact sheets and other literature, which must be kept up-to-date so they can be distributed in a timely manner when needed. The PIO is responsible for periodically reviewing for disseminating information and outlining procedures to follow during the COVID-19 pandemic. In particular, the PIO would be responsible for tracking benchmarks based on regional safety measures and notifying which phase the institution is in at any time. The PIO should also establish good working relationships with students, employees, and communities. Additional research and analysis of institutional data will be required.

QUALIFICATIONS:

- Bachelor’s Degree required in Business/Communications/Marketing (or related field)

KNOWLEDGE, SKILLS, COMPETENCIES, and ABILITIES:

Preferred candidates will have proven success in the following:

- Master’s Degree in Business/Communications/Marketing (or related field)
- Documented training in Incident Command Systems and Risk Communications
- Proficiency in Office 365 tools
- Cultural competence in serving Indigenous students and/or other minoritized populations

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, color, creed, religion, sex, national origin, age, marital status, or 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. 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) transcripts, and (4) an NICC Application. Please send your application materials to: HR Director Anthony Warrior SanAWarrior@thenicc.edu.

Macy Campus
1111 Hwy 75
Macy, NE 68039
Phone: 402-837-4183

Santee Campus
North River Road
Niobrara, NE 68760
Phone: 402-494-2311

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