



Nebraska Indian Community College

Office of Human Resources

415 N. River Rd. Niobrara, NE. 68760

(402) 241-5943 •

SanAWarrior@thenicc.edu

POSITION TITLE: Covid Planners/Grant Writer (*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 no later than June 30th, 2021

STARTING SALARY: \$ 45,000

**Note* This is a grant funded position and will end (contingent other funding sources) in September 2022.*

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 Covid Planners/Grant Writers will be focused on making sure that the college campus locations are safe and have the necessary items needed to keep the campuses safe following Tribal, local, state and federal guidance. The planners will also be responsible for the creation of Covid Emergency grants and other sources of funding to ensure that college continues to remain a safe place during the pandemic. The position will include writing, documenting and the submission of applications.

QUALIFICATIONS:

- Bachelor’s Degree required in Business/Communications/Marketing/English (or related field)
- Must have received the COVID vaccination to be considered for employment.

KNOWLEDGE, SKILLS, COMPETENCIES, and ABILITIES:

Preferred candidates will have proven success in the following:

- Master’s Degree in Business/Communications/Marketing/English (or related field)
- Certificate in Grantwriting
- 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