



Nebraska Indian Community College

VACANCY ANNOUNCEMENT

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

POSITION TITLE: Administrative Assistant, Procurement Technical Assistance Program (PTAP)
PRIMARY WORK LOCATION: Macy Campus, Nebraska Indian Community College
SUPERVISOR: PTAP Program Director
CLOSING DATE: 9/15/2020
STARTING SALARY: \$50,000

**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^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.

JOB DESCRIPTION:

The Administrative Assistant will...

- Types all official correspondence for the program director's signature.
- Designs and maintains the program's webpage.
- Processes all vacation and sick leave requests.
- Processes all local and out-of-state travel.
- Documents and records utilization of all in-kind contributions.
- Provides initial client intake and assessments on all business concerns reminding them of what is expected to become a client.
- Assist businesses one-on-one with government registrations and certifications related to selling to the government, finding opportunities, marketing to government buyers, bidding, getting paid, proposal development, interpretation of regulations and more.
- Coordinate workshops and events via videoconferencing that will increase knowledge of government contracting.
- Attend community events to ensure awareness of PTAC service.
- Enroll businesses in the PTAC's electronic bid matching service.
- Meet or exceed program goals for number of counseling sessions, events, etc. Document client interactions in management relationship database.
- Complete online training courses that are relevant to the needs of clients and attend APTAC training events as budget allows.
- Related duties as assigned.

QUALIFICATIONS:

- Bachelor's Degree or Equivalent

KNOWLEDGE, SKILLS, COMPETENCIES, and ABILITIES:

Preferred candidates will have proven success in the following:

- At least three years of administrative experience preferred.
- Excellent communication skills, both verbal and written.
- Proficient with web browser & emails; Microsoft applications in Word, Excel, Access, and PowerPoint.

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) graduate level transcripts, and (4) an NICC Application. Please send your application materials to Dr. Michael Oltroge, NICC President moltroge@thenicc.edu

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