POSITION TITLE: Assistant to Academic Dean (full-time, exempt, salaried position)

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

SUPERVISOR: Academic Dean

CLOSING DATE: 8/28/2020

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 Academic Dean’s Assistant will...

- Contribute to tasks such as academic mapping, course rotation, course scheduling, three levels of academic assessment (course, program and institutional levels)
- Conduct classroom observations of faculty
- Participate in our Educational Access Team serving students with special needs
- Assist faculty with curriculum development
- Offer campus wide workshops for faculty, staff and students to work on particular skill sets and/or tools

QUALIFICATIONS:

- Master’s Degree required in education (or related field)

KNOWLEDGE, SKILLS, COMPETENCIES, and ABILITIES:
Preferred candidates will have proven success in the following:

- Experience teaching in higher education
- Documented training and/or experience using Canvas
- Proficiency in Office 365 tools
- Cultural competence in serving Indigenous students and/or other minoritized populations
- Experience integrating Universal Design for Learning (UDL) strategies into online learning
- Experience working with learners from a variety of technological abilities

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 Dean of Academic Affairs, Dr. Kristine Sudbeck at ksudbeck@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