



Nebraska Indian Community College

VACANCY ANNOUNCEMENT

POSITION TITLE: Assistant to Dean of Student Services

Reports To: Dean of Student Services

Campus: Macy Campus

Hours: full time temporary position

Term: Starting Fall 2020

Pay: \$13.00 per hour

**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:

Will perform various duties as assigned to assist in the operation of the Student Services Department. Candidate will assist with support to the Dean of Student Services, perform various clerical duties i.e. answering and directing all campus phone calls, and assist at the front desk as needed, support students who need documentation copied, printed, and scanned. Support the Registrar and Student Advisors with similar tasks. Learn how to support students with reset of passwords, and other technology supports. Candidate will work 2 hours a week in the NICC Macy Library to get the books documented in Destiny.

QUALIFICATIONS:

- Must be an NICC student or alumni.
- Must have a high school diploma or GED equivalent.
- Computer Competency Required and completion of Intro to Computers course. Also request that the candidate have strong business communications skills or complete the Business Computer class.
- Must communicate with Dean of Students daily to make sure that all tasks are being met .

KNOWLEDGE, SKILLS, COMPETENCIES, and ABILITIES:

Preferred candidates will have proven success in the following:

- Scan and digitally file student documents.
- Sort and file paper documents to hard copy files.
- Answer phones at front desk as needed.
- Assists guests and students at front desk with copies, scans and directional information.
- Assist with clerical duties for registrar and student advisors.
- Additional assistance setting up and tearing down at NICC events and activities

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

Macy • Santee • South Sioux City