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## Nebraska Indian Community College

# VACANCY ANNOUNCEMENT

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

**POSITION TITLE:** Director of Academic Assessment (*full-time, exempt, salaried position*)

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

**SUPERVISOR:** Academic Dean

**CLOSING DATE:** For best consideration, please submit application materials by January 5<sup>th</sup>.

**STARTING SALARY:** \$47,000-\$52,000

**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 Director of Academic Assessment will...

- Develop and establish standard operating procedures for academic assessment
- Support continuous academic program assessment (curricular and co-curricular activities) and the improvement of student learning through faculty consultation, mentoring, and hands-on training
- Support the development, organization, analysis, and reporting of student learning outcomes and related activities to support planning activities with the Academic Dean, Instructional Design Team, and faculty
- Promote internal and external communication of academic assessment results
- Participates in the collection and analysis of various assessment data in line with NICC’s mission and strategic plan to support accreditation (HLC) efforts
- Interprets academic assessment findings and prepares an annual assessment report to summarize such findings, with particular emphasis on the quality of the assessment efforts and findings that influence institutional decision-making and policy development
- Contribute to tasks such as academic mapping, course rotation, course scheduling, syllabi collection
- Conduct classroom observations and provide constructive feedback to faculty
- Serve on NICC Committees such as Assessment & Curriculum Committee, Institutional Assessment Committee, Co-Curricular Assessment, and Academic Council
- Coordinate with Isanti Dakota and Umonhon cultural advisement to embed NICC values, languages, and cultures into the assessment process and larger curriculum
- 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, research methods, or related field

### KNOWLEDGE, SKILLS, COMPETENCIES, and ABILITIES:

Preferred candidates will have proven success in the following:

- Expertise in assessment, data analysis, and educational outcomes
- Ability to synthesize and analyze quantitative and qualitative data, prepare and present reports effectively
- Experience teaching in higher education
- 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) graduate level transcripts, and (4) an NICC Application. Please send your application materials to Anthony Warrior (Human Resources) at [SanAWarrior@thenicc.edu](mailto:SanAWarrior@thenicc.edu).