



NEBRASKA INDIAN COMMUNITY COLLEGE

Vacancy Announcement

POSITION TITLE: Grants Administrator/Procurement Specialist (full-time, exempt, salaried position)

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

SUPERVISOR: Business Office Director

CLOSING DATE: Until filled

STARTING SALARY:\$42,000

ABOUT THE COLLEGE: “The Nebraska Indian Community College provides quality higher education and lifelong educational opportunities for Umo’hoⁿ (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 **Grants Administrator/Procurement Specialist** has a 12-month contract with a minimum of 40 hours per week. They will...

- Grants Administrator
 - Assist Business Office Director with quarterly reports of budget to actuals for grants
 - Update grant master schedule spreadsheet
 - Manage grant project reporting processes (setting calendar with deadlines and consulting other team members when appropriate)
 - Assist Human Resource Office with updated funding sources for Employee Action Notices (EANs)
- Procurement Specialist
 - Assist Macy Librarian with textbook and classroom material orders
 - Inventory and order supplies for each campus location
 - Order NICC merchandise
 - Register students for proctored exams (State of Nebraska- Nursing; ETS Praxis)
- Serve as a voting member on Administrative Council, Marketing Committee, and Finance & Budget Committee
- Other duties as assigned

QUALIFICATIONS:

- Bachelor’s Degree required in Business or related field

KNOWLEDGE, SKILLS, COMPETENCIES, and ABILITIES:

Preferred candidates will have proven success in the following:

- Program and/or organizational management experience (3 years preferred)
- Budgeting experience
- Proficiency in Office 365 tools
- Cultural competence in serving Indigenous communities 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: Anthony Warrior at 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