



NEBRASKA INDIAN COMMUNITY COLLEGE

Vacancy Announcement

POSITION TITLE: Institutional Research Analyst (*full-time, exempt, salaried position*)

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

SUPERVISOR: Assistant to the Dean of Academic Affairs

CLOSING DATE: Until filled

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 **Institutional Research Analyst** has a 12-month contract with a minimum of 40 hours per week. They will...

- Create evidence-based practices to monitor and prevent Corona Virus
- Provide Data Analysis Support
 - Feasibility Studies for new certificates and/or degrees
 - Program Reviews for existing degrees
 - College’s next strategic plan
 - National Student Clearinghouse Student Tracker, EMSI report
- Disseminate Data to Multiple Audiences
 - Enrollment Management Plan
 - Begin data collection and analysis of 2 early momentum metrics and 5 key performance indicators using Post-Secondary Data Partnership (PDP) Dashboard on tableau
 - 1-page snapshot of key findings and recommendations to improve unmet goals
 - Report on feeder/dual-credit high schools
 - Snapshots of each school (including anticipated graduating class and potential GED students)
 - Provide research integrity check on College publications (e.g., annual State of the College, Social Media, Public Relations)
- Assess institution’s data literacy and needs
 - Coach data consumers towards data literacy in order to use information to create change
 - Ensure data producers have necessary resources to meet demands
 - Automate recurring data requests
 - Manage the Data Collection Schedule (deadline of reports and those responsible)
- Serve as Chair of Institutional Assessment Committee and Co-Curricular Assessment Committee, as well as a voting member on Administrative Council and Student Services Assessment Committee
- Other duties as assigned

QUALIFICATIONS:

- Master’s Degree required in Data Analytics, Statistics, Social Sciences, Computer Science or related field (Doctorate preferred)
- Demonstrated prior experience extracting data with SAS or related statistical software

KNOWLEDGE, SKILLS, COMPETENCIES, and ABILITIES:

Preferred candidates will have proven success in the following:

- Experience using data management databases (3 years preferred)
- 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