



NEBRASKA INDIAN COMMUNITY COLLEGE

VACANCY ANNOUNCEMENT

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

POSITION TITLE: Assistant Instructional Designer (*part-time, non-exempt, hourly position*)

PRIMARY WORK LOCATION: Santee Campus, Macy Campus, South Sioux City Campus and some remote work

SUPERVISOR: FT Instructional Designer

CLOSING DATE: For best consideration, submit materials by June 21st, 2021.

STARTING WAGE: \$22/hour

**Note* This is a grant funded position and will end (contingent other funding sources) in September 2023.*

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 **Assistant Instructional Designer** has a minimum of twenty hours per week. The Assistant Instructional Designer will...

- Assess online courses and programs at NICC using Quality Matters Rubric
- Work one-on-one with full-time and adjunct faculty to design Canvas course shells (may include intercampus travel)
- Offer campus wide workshops for faculty, staff and students to work on particular skill sets and/or tools, targeting skill development identified within survey data
- Embed tutorials for students within Canvas course shells
- Other duties as assigned

QUALIFICATIONS:

- Master's Degree required in education (or related field)
- Teaching experience utilizing online learning systems
- Documented training and/or experience with the assessment of online teaching/learning (e.g. Quality Matters, Online Learning Consortium, etc.)

KNOWLEDGE, SKILLS, COMPETENCIES, and ABILITIES:

Preferred candidates will have proven success in the following:

- Experience teaching and designing courses in higher education, especially with student-centered activities/content, service learning and/or other community focused course design
- Documented training and/or experience using Canvas
- Proficiency in Office 365 tools including Microsoft Teams
- 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
- Experience teaching with open educational resources (OERs)
- Experience integrating external tools into Canvas to facilitate interactive learning

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.

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