VACANCY ANNOUNCEMENT

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

POSITION TITLE: Internship- NeIEA Communications/Media Specialist (Part-time approximately 20 hours per week, exempt, $12 / hr) (Summer 8-week session June 1 - July 23)

PRIMARY WORK LOCATION: Office in Walthill, NE + remote work

SUPERVISOR: Marian Holstein (NeIEA Executive Director)

NICC FACULTY: Kari Braddock

NICC PAID INTERNSHIP COORDINATOR: Kim Olsen

CLOSING DATE: May 28th or Until Filled

STARTING DATE: June 7th

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.

ABOUT THE NEBRASKA INDIAN EDUCATION ASSOCIATION (NeIEA):
The NeIEA is organized to unite Native Americans working in education to improve the academic achievement of Native American students in Nebraska. We promote the unique social and emotional needs, as well as promoting culturally accurate and specific classroom content. NeIEA works to facilitate the communication across agencies to increase the access of materials for classrooms.

JOB DESCRIPTION:
The NeIEA Communications/Media Specialist Intern will...

- Establish a statewide communications network amongst those interested in Native American education
- Work closely with NeIEA Marketing Development and Communications Committee
- Assist in the continuing development of the NeIEA website (www.nebraskaindianed.org)
- Survey NeIEA membership in their willingness and areas of interest for participation. Based on the survey data,
  - Assist Executive Director in establishing online collaborative group work (e.g. Google Work Groups, Microsoft Teams, etc.)
  - Develop listserv for mass communications via email
  - Create social media posts and stories for newsletters
- Explore state and local agencies in Native Education For All (NEFA) initiatives
- Additional duties as assigned

QUALIFICATIONS:
- Current NICC student in good standing

KNOWLEDGE, SKILLS, COMPETENCIES, and ABILITIES:
Preferred candidates will have proven success in the following:

- Some experience with social media platforms (e.g. Facebook, Twitter, Instagram, Pinterest, TikTok)
- Interest in graphic design
- Cultural competence in serving Indigenous communities and/or other minoritized populations
- Ability to communicate with a variety of age groups

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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Macy, NE 68039
Phone: 402-837-4183

Santee Campus
North River Road
Nobrara, NE 68760
Phone: 402-494-2311

SSC Campus
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