



NEBRASKA INDIAN COMMUNITY COLLEGE

Vacancy Announcement

POSITION TITLE: NICC- Pawnee Nation Campus Liaison (*part-time, non -exempt hourly position*)

PRIMARY WORK LOCATION: Pawnee Nation College

SUPERVISOR: Director/Dean of Student Services

CLOSING DATE: Until filled

STARTING SALARY: \$17/HR

ABOUT THE COLLEGE(S): *"The Nebraska Indian Community College and Pawnee Nation College provide quality higher education and lifelong educational opportunities for American Indians in both localities and all persons who are lifelong learners."* Pawnee Nation College and Nebraska Indian Community College together envision-comprehensive Tribal College environment 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: for the wellbeing of our communities, better quality of life and development of students, faculty, and community service areas.

JOB DESCRIPTION:

The **NICC-PNC Liaison** will work 20 hours per week. They will...

- Act as a contact point for NICC and PNC
- Facilitate meetings and cooperation among NICC-PNC organizations.
- Identify problems in communications between the campuses
- Responsible for collaborating and communicating with necessary constituents and the public
- Ensure that course evaluations and course observations are complete.
- Other duties as assigned

QUALIFICATIONS:

- Master's Degree preferred
- Demonstrated prior experience with course observations and communication skills.

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: PNC/NICC 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 four 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.

Pawnee Nation College
891 Little Dee Rd
Pawnee, OK 74058
Phone: 918-762-3343

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