POSITION TITLE: Program Director, Procurement Technical Assistance Program (PTAP)
PRIMARY WORK LOCATION: Macy Campus, Nebraska Indian Community College
SUPERVISOR: NICC PRESIDENT
CLOSING DATE: 9/07/2020
STARTING SALARY: $60,000
*Note* This is a grant funded position and will end (contingent other funding sources) in September 2021.

ABOUT THE COLLEGE: “The Nebraska Indian Community College provides quality higher education and lifelong educational opportunities for Umo‘nho’ (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 Program Director will…
• Responsible for the successful execution of program goals and directing the efforts of the PTAP program.
• Serves as the focal point for government Teaming procurement opportunities.
• Responsible for innovative approaches to government marketing, teaming arrangements and development of new and existing small businesses.
• Provide counseling to existing small business owners and assist them to compete for, win and fulfill contracts by strengthening sales, operations, and marketing functions of the business through Teaming arrangements.
• Develop and maintain relationships with government entities through strategic outreach.
• Attends and periodically presents at professional conferences and meetings.
• Able to work with people from diverse cultures, and socio-economic backgrounds.
• Possess a basic knowledge of tribal cultures and practice cultural sensitivity.

QUALIFICATIONS:
• Bachelor’s Degree or Equivalent experience in a business-related field

KNOWLEDGE, SKILLS, COMPETENCIES, and ABILITIES:
Preferred candidates will have proven success in the following:
• Previous business owner and manager of an Indian-owned small business concern.
• Participant in federal and/or state contracting process.
• Ability to grasp complex contract compliance terms and details.
• Strong interpersonal, organizational and customer service calls.
• Ability to interact with all levels of business types.
• Excellent written and verbal communication skills.

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 Dr. Michael Oltrogge, NICC President moltrogge@thenicc.edu