



Nebraska Indian Community College
The Office of Human Resources

VACANCY ANNOUNCEMENT

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

POSITION TITLE: Counselor Procurement Technical Assistance Program PTAC
PRIMARY WORK LOCATION: Santee Campus
CLOSING DATE: Until filled
SUPERVISOR: PTAC Program Director
RATE OF PAY: \$50,000 salary (*exempt, full time*)

ABOUT THE POSITION:

Nebraska Indian Community College seeks a full-time employee to deliver counseling services to Indian businesses for the purpose of acquiring federal and state contracts.

Job Duties & Responsibilities:

The PTAC counselor will be responsible for....

- Work with the PTAC Project Director to develop strategies that stimulate the PTACs growth and relevance to clients, strategic partners, and stakeholders
- Conduct quality and knowledge-driven advising to PTAC clients
- Represent the PTAC at various local and Federal government procurement events and conferences
- Develop relationships with key people, such as government buyers, prime contractors, and elected officials
- Research and analyze clients' industries for the purposes of connecting them with pertinent contacts, news, events and other resources
- Work with the Project PTAC Director to develop and deliver workshops for clients
- Collect economic impact from clients, and when necessary, and develop new and more effective techniques to enhance the collection process
- Manage the client database, including creating, maintaining, and updating profiles
- Assist clients in registering in mandatory and recommended databases for local and Federal government contracting
- Review clients' government certification paperwork and documentation prior to submittal
- Attend webinars, workshops, and other training events to continually increase business acumen, particularly in the subject of government contracting to include training administered by the federal, state and local government agencies
- Work with the PTAC Project Director to develop new target areas and initiatives to serve client needs
- Craft and administer post event surveys to capture client feedback
- Attend quarterly PTAC calls and provide feedback
- Participate in relevant advocacy activities, including active participation on various committees
- Other duties as assigned

"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.

QUALIFICATIONS:

Bachelor's Degree required with at least 6 months experience or related field. Proficient in Microsoft Office applications. Excellent oral and written communication skills. The candidate must be able to show evidence of contract knowledge related to Federal regulations and guidelines. Must show success in customer service from prior positions with, administrators, and community businesses

KNOWLEDGE, SKILLS, COMPETENCIES, and ABILITIES:

Preferred candidates will have proven success in the following:

- Cultural competence in serving Indigenous communities and/or other minoritized populations.

- High energy and positive attitude to affectively serve Santee communities and assist with all customer service at the Santee campus.
- Ability to work independently or with a team to complete assigned tasks.

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) a copy of transcripts, and (4) an NICC Application. Please send your application materials to Human Resources Director Anthony Warrior SanAWarrior@thenicc.edu

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NICC (West Campus)
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