



VACANCY ANNOUNCEMENT

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

POSTION TITLE: Student Representative

PRIMARY WORK LOCATION: Macy, Santee, South Sioux City, NE, Pawnee, OK

CLOSING DATE: Until Filled

Part-time position up to 20 hrs. per week at \$12 / hr.

ABOUT THE COLLEGE: “*The Nebraska Indian Community College provides quality higher education and lifelong educational opportunities for Umo^oho^o (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: Student Representative will...

- **Complete online orientation that includes training on the following:**
 - **NICC Mission, Goals, and Core Values**
 - **History of NICC**
 - **Our Sovereign Nations (cultures, languages, philosophies, customs, and identities)**
 - **Tribal College Movement**
 - **American Indian Higher Education Consortium (AIHEC)**
 - **Tribal Nation Building**
 - **Professionalism and Expectations of “What does a Student Ambassador do?”**
- **Participate on a variety of NICC Committees to provide student perspective**
- **Participate in recruitment events (parades, powwows, etc.)**
- **Lead campus tours for prospective students and visitors**
- **Front office support (answering phone, making copies, assisting students)**
- **Mentor fellow students (peer mentoring, Student Orientation)**
- **Assist in creation of social media posts and newsletters**
- **Complete additional duties assigned and approved per supervisor.**

Qualifications:

- **GPA 2.5 and up**
- **Current Student enrolled in at least 6 credit hours and in good standing**
- **Can commit to the Ambassador Program for 2 semesters (depending on the internship guidelines)**

KNOWLEDGE, SKILLS, COMPETENCIES, and ABILITIES:

Preferred Candidates will have proven success in the following:

- **Knowledge of campus locations**
- **Knowledge of the NICC history**
- **Students must have a Positive attitude, Take Initiative, Attention to detail, & Values Teamwork**
- **e programs used for committee work and academics (Teams, Skype, Zoom, Empower and canvas)**
- **Assist in the recruitment of students**
- **Ability to manage time commitments to ensure academic success while participating in ambassador activities**
- **Ability to maintain good working relationships with faculty, staff, students, and work on a team**

SPECIAL INSTRUCTIONS TO APPLICANTS: Under Federal Law, all qualified Indian applicants will receive preference over non-Indian applicants. 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 a letter of intent outlining how you are qualified for the position based upon the qualifications and responsibilities, a resume/CV, copy of transcripts, and a completed NICC Application. Send all listed documents to the HR Director Anthony Warrior SanAWarrior@thenicc.edu.

Macy Campus
111 Hwy 75
Macy, NE 68039
Phone: 402-494-2311

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

South Sioux City Campus
2605 ½ Dakota Ave.
South Sioux City, NE 68776
Phone: 402-494-2311

Pawnee Campus
891 Little Dee Road,
Pawnee, OK 74058
Phone: (918) 762-3343