



NEBRASKA INDIAN COMMUNITY COLLEGE

Vacancy Announcement

POSITION TITLE: Workforce Development Director (*full-time, exempt, salaried position*)
PRIMARY WORK LOCATION: Santee Campus, Macy Campus, or South Sioux City Campus
SUPERVISOR: College President
CLOSING DATE: Until filled
STARTING SALARY: \$45,000

ABOUT THE COLLEGE: “The Nebraska Indian Community College provides quality higher education and lifelong educational opportunities for Umo’hoⁿ (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 **Workforce Development Director** has a 12-month contract with a minimum of 40 hours per week. They will...

- Champion the new virtual Career and Alumni Center
- Organize job shadowing, mock interviews, and resumé building opportunities for students
- Disseminate job opportunities on College’s job board on new website
- Serve as the Paid Internship Program Coordinator (onboarding and timesheet approval)
- Host job/career fairs for regional employers and communities
- Serve as a liaison between regional employers and College faculty in course/program development
- Collect, analyze, and disseminate data regarding career pathways, alumni, and skills required by industries (e.g., alumni survey, workforce development survey, Department of Labor reports, EMSI data, student transfer data, co-curricular assessment, etc.)
- Organize college fairs/campus visits for students interested in transferring after graduation
- Update certificate and degree program information to NEWorks
- Collaborate with other team members on the College’s Guided Pathways project
 - Use data to inform students of career opportunities in their program
 - Develop resources on College’s website for each degree program (e.g., career exploration and employment outlook for each degree program)
- Serve as a voting member on Administrative Council, Institutional Assessment Committee, and Executive Council
- Oversee grants as required by the President
- Supervises the college extension department
- Other duties as assigned

QUALIFICATIONS:

- Bachelor’s Degree required in Business or related field

KNOWLEDGE, SKILLS, COMPETENCIES, and ABILITIES:

Preferred candidates will have proven success in the following:

- Master’s Degree in Business or related field
- Program and/or organizational management experience (3 years preferred)
- Proficiency in Office 365 tools
- Cultural competence in serving Indigenous students and/or other minoritized populations

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) transcripts, and (4) an NICC Application. Please send your application materials to: Anthony Warrior at SanAWarrior@thenicc.edu.