



NEBRASKA INDIAN COMMUNITY COLLEGE

VACANCY ANNOUNCEMENT

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

POSITION TITLE: FT Faculty/ Santee Librarian (*full-time, exempt, salaried position*)

PRIMARY WORK LOCATION: Santee Campus

CLOSING DATE: Until filled

SUPERVISOR: General Liberal Arts Division Head

SALARY: \$44,000- \$50,000

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.

QUALIFICATIONS: Master's Degree with at least 18 graduate credits in Library Science, English, History, Education, or related field. Proficient in Microsoft Office applications. Excellent oral and written communication skills. College teaching experience is preferred as well as a familiarity with the use of technology.

KNOWLEDGE, SKILLS, COMPETENCIES, and ABILITIES:

Preferred candidates will have proven success in the following:

- Doctorate degree in related field
- Minimum of two (2) years instructional experience, preferably in a tribal or community college setting
- Experience instructing students from minoritized backgrounds, using technology in the classroom and/or for distance learning, and traditional/nontraditional methods of instruction
- Candidate should have a high degree of self-direction and motivation, strong inter-personal, written, and oral communication skills. Qualified applicants must be able to perform the essential functions of this position with or without reasonable accommodations.

SUMMARY OF DUTIES AND RESPONSIBILITIES: Full-time faculty have a 12-month contract with a minimum of forty hours per week. This includes activities in three general areas: teaching (50%), service (40%), and research (10%). Teaching assignments will include courses in General Liberal Arts (e.g., English, history). This position will also serve as Librarian at Santee Campus to:

- Expand and enhance NICC's Online Library and searchable databases
- Create LibGuides for students as they discern reliable resources and research for their courses
- Develop and provide workshops, videos, and handouts for students and faculty on how to use library resources
- Serve as voting member on Academic Council
- Serve on Archives Committee and assist in digitizing relevant resources
- Keep up-to-date inventory and online catalog of books in Santee Library to include weeding old and acquiring new materials
- Assist with textbook orders and distribution each term
- Maintain updates on the NICC Library Policy and Procedure Manual
- Assist with opening/closing the Santee Campus

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 graduate level transcripts, and (4) an NICC Application. Please send your application materials to Greg Bass III (Human Resources) at GBass@thenicc.edu.

NICC (South Campus)
1111 Hwy 75
Macy, NE 68039
Phone: 402-837-4183

NICC (West Campus)
North River Road
Niobrara, NE 68760
Phone: 402-494-2311

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