



Nebraska Indian Community College

VACANCY ANNOUNCEMENT

POSITION TITLE: Human Resources Specialist (*Full-time, non-exempt, hourly position*)
PRIMARY WORK LOCATION: Macy Campus, South Sioux City Campus, Santee Campus,
SUPERVISOR: Business Office Director
CLOSING DATE: Until Filled
STARTING PAY: \$17-19/HR+BENEFITS based upon experience.

ABOUT THE COLLEGE: *"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.

JOB DESCRIPTION:

The Human Resources Specialist provides expertise in human resources such as compensation, benefits, recruitment, employee relations, training and development, employee wellness, and/or affirmative action; counsels and advises management and employees, initiates and responds to inquiries, provides information about and upholds college policies and procedures, investigates and follows through on employee issues/concerns; compiles and analyzes data; prepares reports for management; provides advice on policies, procedures, and programs that are consistent with changes to federal and state laws and regulations and are consistent with Umo^{ho} (Omaha) and Isanti Dakota tribes policies; prepares and recommends proposals for programs updated on a regular basis such as health care contracts, labor contracts, salary adjustments, etc.

DUTIES:

- Maintain personnel files and appropriate funding sources.
- Review college employment applications and hiring processes, including job postings, scheduling interviews, responding to applicants, and guiding the interview process.
- Respond to inquiries concerning human resources issues.
- Provide guidance to employees and management on human resources policies and procedures.
- Investigate, develop, and implement human resources policies, programs, or process changes.
- Develop training, communications, presentations and/or information programs for employees/groups of employees.
- Assist with payroll and other business office elements as needed.
- Other Duties as Assigned

QUALIFICATIONS:

Preferred Qualifications:

- A bachelor's degree in related discipline
- 2-3 years' experience with Human resource management.
- Customer service experience preferred.
- Prior Experience with HRIS programs, Microix Timekeeping and MIP-HR
- Strong time management and organizational skills
- High degree of attention to detail
- Ability to work independently and prioritize tasks.
- Strong written and verbal communication skills
- Knowledge of NICC

Required Qualifications:

- Associate degree in a related area
- Proficient Microsoft Office knowledge and skills
- Knowledge of basic Tribal structure of the *Umoⁿhoⁿ* (Omaha) and Santee Nations
- Knowledge of the Omaha and/or Santee culture
- Accuracy
- Problem-solving skills
- Analytical skills
- High level of integrity
- Dependable
- Organized
- Ability to maintain confidentiality.
- Ability to pass background screenings, including criminal and financial background checks.

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: HR Director Anthony Warrior at SanAWarrior@thenicc.edu and Business Office Director, Shona Campbell at scampbell@thenicc.edu.

Macy Campus
1111 Hwy 75
Macy, NE 68039
Phone: 402-837-4183

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

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

Macy • Santee • South Sioux City