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## Nebraska Indian Community College

# VACANCY ANNOUNCEMENT

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**POSITION TITLE:** Human Resource and Business Specialist (*Full-time, non-exempt, hourly position*)  
**PRIMARY WORK LOCATION:** South Sioux City 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<sup>o</sup>ho<sup>o</sup>* (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 Resource/Business Specialist provides expertise in human resources and business such as accounting, human resource topics of compensation, recruitment, employee relations, training and development, employee wellness, and/or affirmative action; provides information about College policies and procedures, investigates 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<sup>o</sup>ho<sup>o</sup>* (Omaha) and *Isanti* Dakota tribes policies.

### **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.
- Participate in project teams to 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, reconciliations, and other general 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, and MIP
- 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 *Umo<sup>n</sup>ho<sup>n</sup>* (Omaha) and Santee Nations
- Knowledge of the Omaha and/or Santee culture
- Accuracy
- Honesty
- 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 Specialist Greg Bass at [gbass@thenicc.edu](mailto:gbass@thenicc.edu) and Business Office Director, Lorie Broberg at [lbroberg@thenicc.edu](mailto:lbroberg@thenicc.edu).

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| <b>Macy Campus</b>                      | <b>Santee Campus</b> | <b>SSC Campus</b>      |
| 1111 Hwy 75                             | North River Road     | 2605 Dakota Ave. South |
| Macy, NE 68039                          | Niobrara, NE 68760   | Sioux City, NE 68776   |
| Phone: 402-837-4183                     | Phone: 402-494-2311  | Phone: 402-494-2311    |
| <b>Macy • Santee • South Sioux City</b> |                      |                        |