



Nebraska Indian Community College
The Office of Human Resources

VACANCY ANNOUNCEMENT

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

POSITION TITLE: Counselor APEX Accelerator (3 positions based in geographically based regions)

PRIMARY WORK LOCATION: Remote (*Applicants must reside in the grant designated service area of Michigan, Wisconsin, Minnesota, Iowa, Nebraska, and the eastern half of South Dakota.*)

CLOSING DATE: Open until 06/25/2025

SUPERVISOR: APEX Program Director

RATE OF PAY: \$50,000- \$56,000 salary (*exempt, full time*)

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.

ABOUT THE POSITION:

Nebraska Indian Community College seeks a full-time employee to deliver counseling services to Indian businesses for the purpose of acquiring federal and state contracts.

Job Duties & Responsibilities:

The APEX counselor will be responsible for....

- Work with the APEX Project Director to develop strategies that stimulate the APEX growth and relevance to clients, strategic partners, and stakeholders
- Conduct quality and knowledge-driven advice to APEX clients
- Represent the APEX at various local and Federal government procurement events and conferences
- Develop relationships with key people, such as government buyers, prime contractors, and elected officials
- Required to provide 12 –15 weekly hours one-on-one client consultations
- Research and analyze clients’ industries for the purpose of connecting them with pertinent contacts, news, events and other resources
- Work with the Project APEX Director to develop and deliver workshops for clients
- Collect economic impact from clients, and when necessary, and develop new and more effective techniques to enhance the collection process
- Manage the client database, including creating, maintaining, and updating profiles

- Assist clients in registering in mandatory and recommended databases for local and Federal government contracting
- Review clients' government certification paperwork and documentation prior to submittal
- Attend webinars, workshops, and other training events to continually increase business acumen, particularly in the subject of government contracting to include training administered by the federal, state and local government agencies. Position will require 10 hours of training per month recorded in Neoserra system.
- Work with the APEX Project Director to develop new target areas and initiatives to serve client needs
- Craft and administer post event surveys to capture client feedback
- Attend quarterly APEX calls and provide feedback
- Participate in relevant advocacy activities, including active participation on various committees
- Other duties as assigned

QUALIFICATIONS:

Bachelor's Degree required with at least 6 months experience or related field. Proficient in Microsoft Office applications. Excellent oral and written communication skills. The candidate must be able to show evidence of contract knowledge related to Federal regulations and guidelines. Must show success in customer service from prior positions with, administrators, and community businesses

KNOWLEDGE, SKILLS, COMPETENCIES, and ABILITIES:

Preferred candidates will have proven success in the following:

- Cultural competence in serving Indigenous communities and/or other minoritized populations.
- High energy and a positive attitude to effectively assist clients and Tribal communities in the service area.
- Ability to work independently or with a team to complete assigned tasks.

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 transcripts, and (4) an NICC Application. Please send your application materials to the Human Resources Director at hr@thenicc.edu

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

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