



NEBRASKA INDIAN COMMUNITY COLLEGE

VACANCY ANNOUNCEMENT

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

POSITION TITLE: APEX Accelerator Counselor

PRIMARY WORK LOCATION: Macy, Santee, or South Sioux City.

Remote work may be considered depending on location.

(Applicants must reside within the grant designated service area of Iowa, Nebraska, or East River South Dakota)

CLOSING DATE: 03/04/2026

SUPERVISOR: APEX Program Manager

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 that 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 well-being 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 APEX Accelerator Counselor to provide counseling and technical assistance to Indian owned businesses pursuing federal and state contracting opportunities. The Counselor will support business development, compliance, and capacity building efforts while advancing APEX goals across the designated service area.

Job Duties & Responsibilities:

The APEX counselor will be responsible for, but not limited to, the following:

- Work with the APEX Project Manager to develop strategies that enhance program growth, relevance, and impact for clients, strategic partners, and stakeholders
- Provide high quality, knowledge-driven one on one counseling to APEX clients
- Represent the APEX Accelerator at various local and Federal government procurement events and conferences
- Develop and maintain relationships with key stakeholders, including government buyers, prime contractors, elected officials, and community partners
- Conduct 12–15 hours per week of individual client consultations
- Research and analyze client industries to connect businesses with relevant contacts, resources, news, and events
- Assist in the development and delivery of workshops and training for clients
- Collect and report client economic impact data, and when necessary, develop improved methods to enhance data collection
- Manage client records in the client database, including creating, maintaining, and updating client profiles
- Assist clients with registration in mandatory and recommended local, state, and federal contracting databases
- Review client certification applications and supporting documentation prior to submission
- Participate in assigned professional development activities related to government contracting, including webinars, workshops, and training
- Support the development of new target areas and initiatives to better serve client needs
- Design and administer post event surveys to capture client feedback
- Attend quarterly APEX calls and provide feedback
- Participate in relevant advocacy activities, including service on committees
- Perform other duties as assigned

QUALIFICATIONS:

- Bachelor's degree required, plus a minimum of six (6) months of relevant experience
- Proficiency in Microsoft Office applications

- Excellent oral and written communication skills
- Demonstrated knowledge of federal contracting regulations and guidelines
- Proven customer service experience working with administrators, organizations, 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 positive attitude when working with clients and Tribal communities.
- Ability to work independently and collaboratively as part of 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 Human Resources Office at hr@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