



# NEBRASKA INDIAN COMMUNITY COLLEGE

## VACANCY ANNOUNCEMENT

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

**POSITION TITLE:** Dean of Assessment & Curriculum (*full-time, exempt, salaried position*)

**PRIMARY WORK LOCATION:** Santee Campus, Macy Campus, or South Sioux City Campus

**SUPERVISOR:** Vice President of Academic Affairs (VPAA)

**CLOSING DATE:** For best consideration, please submit application materials by February 1<sup>st</sup>.

**STARTING SALARY:** \$62,000- \$68,000

**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 Dean of Assessment & Curriculum will contribute to NICC Academic Programs in the following ways:

- **Academic Programs and Curriculum**
  - o Lead the program review process in collaboration with Department Chairs and oversight from VPAA
  - o Provide constructive feedback and assist with collection of syllabi and textbook orders each term
  - o Routinely update resources on Guided Pathways (e.g., degree planning forms, sample programs of study)
  - o Develop course schedule each term in collaboration with Department Chairs and oversight from VPAA
  - o Update 2-year course rotation in collaboration with Department Chairs and oversight from VPAA
  - o Facilitate the preparation of feasibility studies in the development of new certificate and degree programs
- **Assessment and Accreditation**
  - o Lead assessment of student learning in multiple levels in collaboration with faculty and oversight from VPAA (i.e., course-level student learning outcomes, program learning outcomes for each degree, co-curricular and general education outcomes assessment).
  - o Assist faculty with course mapping process that directly aligns with the assessment of program learning outcomes
  - o Collaborate with VPAA on strategic plan initiatives and update institutional effectiveness measures
  - o Assist with annual assessment report to summarize findings of programs
  - o Assist with document collection for accreditation purposes with the Higher Learning Commission (HLC)
- **Hiring, Support, and Supervision**
  - o Assist in faculty recruitment, review of credentials to determine courses and modalities qualified to teach
  - o Supervise the Director of Institutional Research, Planning, and Effectiveness
  - o Provide support to faculty in grant management and fulfillment of grant objectives
  - o Provide support to Department Chairs with annual budgets for academic programs
  - o Offer trainings to faculty on assessment of student learning
- **Student Experiences**
  - o Review and investigate academic integrity concerns
  - o Review and investigate informal student complaints
  - o Receive and evaluate Incomplete Contracts for students needing additional time beyond the length of the term
  - o Process grade changes for students on student information system
  - o Assist with advising students where necessary
- **Service to the College**
  - o Co-Chair: Academic Council, Assessment & Curriculum Committee
  - o Member: Scholastic & Appeals, Institutional Research and Effectiveness Committee, Strategic Planning Committee, Advisory Committees for each discipline
  - o Continue the development of standard operating procedures for Academics

### QUALIFICATIONS:

- Master's Degree required in education, research methods, or related field

### KNOWLEDGE, SKILLS, COMPETENCIES, and ABILITIES:

Preferred candidates will have proven success in the following:

- Expertise in assessment, data analysis, and educational outcomes
- Ability to synthesize and analyze quantitative and qualitative data, prepare and present reports effectively
- 5 years teaching experience (higher education preferred)
- Proficiency in Office 365 tools
- Cultural competence in serving Indigenous students and/or other minoritized populations

**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) graduate level transcripts, and (4) an NICC Application. Please send your application materials to [HR@thenicc.edu](mailto:HR@thenicc.edu).