



**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:** Department Chair of Sciences (*full-time, exempt, salaried position*)

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

**STARTING SALARY:** \$70,000-93,000

**CLOSING DATE:** Until filled

**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.

**QUALIFICATIONS:** Master's Degree with at least 18 graduate credits in health science, biology, nursing, environmental science, or related fields. Proficient in Microsoft Office applications. Excellent oral and written communication skills. College teaching experience is preferred as well as a familiarity with the use of technology (online learning management systems, video conferencing, etc.). The candidate must be able to show evidence of effective leadership and a background of proven success in working with students, administrators, faculty, and communities.

**KNOWLEDGE, SKILLS, COMPETENCIES, and ABILITIES:**

*Preferred candidates will have proven success in the following:*

- Master's degree in health science, biology, nursing, environmental science or related fields
- Minimum of five (5) years instructional experience, preferably in a tribal or community college setting
- Experience instructing students from minoritized backgrounds, using technology in the classroom and/or for distance learning, and traditional/nontraditional methods of instruction
- Candidate should have a high degree of self-direction and motivation, strong inter-personal, written, and oral communication skills. Qualified applicants must be able to perform the essential functions of this position with or without reasonable accommodations.
- For remote teaching modalities (online, virtual, blended)- Documentation of professional training and/or demonstration of advanced online teaching skillset. Credentials will be reviewed by NICC Instructional Design Team.

**SUMMARY OF DUTIES AND RESPONSIBILITIES:** Full-time faculty have a 12-month contract, including activities in three general areas: 50% teaching, 40% research, and 10% service. Teaching schedule may include assignments on other campuses, day, and evening classes. As Department Chair, primary responsibilities include:

- Collaborate with the Dean of Assessment & Curriculum and VPAA on program review, curriculum development, assessment, academic planning, course scheduling, two-year course rotations, Guided Pathways resources, advisory committees, and feasibility studies for new programs.
- Coordinate teaching assignments based on faculty qualifications, teaching loads, course rotations, facility usage, and instructional continuity while supporting faculty with curriculum development, Canvas course shells, student learning outcomes, assessment, syllabi, and textbook orders.
- Assist with faculty recruitment, credential review, supervision, evaluations, substitute coverage, and professional development for full-time, part-time, adjunct faculty, teaching assistants, and tutors.
- Serve as the primary departmental contact by ensuring timely communication, supporting institutional effectiveness and accreditation efforts, and maintaining confidentiality of student, employee, and institutional information.

**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, religion, sex, national origin, age, sexual orientation, gender, 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.

**FACULTY:** 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 official transcripts, and (4) an NICC Application. Please send your application materials to Human Resources at [HR@thenicc.edu](mailto:HR@thenicc.edu).

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

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

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