



NEBRASKA INDIAN COMMUNITY COLLEGE

VACANCY ANNOUNCEMENT

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

POSITION TITLE: Digital Archivist/ Faculty in American Indian Studies (*full-time, exempt, salaried position*)
PRIMARY WORK LOCATION: Santee Campus, Macy Campus, or South Sioux City Campus
SUPERVISOR: Department Chair of American Indian Studies
CLOSING DATE: For best consideration, please submit application materials by November 6, 2026.
STARTING SALARY: \$66,000-72,000

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 Digital Archivist/ Faculty in American Indian Studies is a full-time faculty position with a 12-month contract and minimum of forty hours per week. This includes activities in three general areas: research (50%), service (25%), and teaching (25%).

- **Research**
 - o Facilitate the build of NICC's Mukurtu content management system (CMS) platform
 - Integrate culturally appropriate features such as language support and cultural annotations
 - o Continue to develop standard operating procedures (SOP) for NICC Archives
 - Create process and protocol for digitization
 - Call upon advisory committee with representatives from the Umonhon and Isanti Dakota communities to guide the project
 - Continue to inventory existing physical and digital materials related to the languages and histories of Umonhon, Isanti Dakota, and other Indigenous communities
 - Prioritize materials for digitization based on their cultural significance and preservation needs
 - Collaborate with NICC Archives Committee on to digitize selected materials with appropriate metadata and cultural context
 - o Process new and existing archival collections in all formats (analog and born-digital)
 - o Apply project management strategies to accessioning and processing work
- **Service**
 - o Chair: Archives Committee
 - o Voting Member: Academic Council, Assessment & Curriculum Committee; Institutional Review Board
 - o Serve regular shifts on NICC's Archives desks and collaborate on requests for access to unprocessed collections
 - o Direct and coordinate the work of student employees and archival assistants
 - o Develop campus literacy in digital humanities by generating an understanding of key digital humanities concepts, such as data representation, digital archives, information visualization, and user interaction through the study of contemporary research, in conjunction with working on real-world projects for scholarly, educational, and public needs Train community members and relevant stakeholders on using the digital databases by creating online finding aids
- **Teaching**
 - o Develop instructional materials and support resources for users
 - o Facilitate new content generation through the one-button storytelling studios at all three campus locations
 - o Collaborate with faculty on curriculum development using content on the NICC Digital Archives
 - o Teach courses and model for others how to actively use NICC's Digital Archives on Mukurtu platform

QUALIFICATIONS:

- Master's Degree required in history, digital humanities, or related field

KNOWLEDGE, SKILLS, COMPETENCIES, and ABILITIES:

Preferred candidates will have proven success in the following:

- Doctorate Degree preferred
- Two or more years of work experience accessioning and/or processing archival materials
- Demonstrated knowledge of and experience using archival accessioning and processing standards and principles across a multitude of formats (manuscripts, born-digital, AV, photographs, objects, etc.)
- Proven track record of balancing high-volume processing with the oversight of multiple concurrent archival projects
- Demonstrated project management experience, including managing multiple projects at a time, adjusting priorities, and consistently meeting deadlines
- Demonstrated ability to work well independently and collaboratively, with the flexibility to manage change and reprioritizations
- 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.