



# Nebraska Indian Community College

## Job Description

**Position:** Dual Credit Student Services Advisor-Western Territory

**Supervisor:** Dean of Enrollment Management

**Starting Salary:** \$16-18 hour (*full-time, non-exempt, hourly position*)

**Campus:** Santee Campus

**ABOUT THE COLLEGE:** “The Nebraska Indian Community College provides quality higher education and lifelong educational opportunities for Umon hon (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 well-being of our communities, and the quality of life and development of its learners, faculty, and service areas.

**SUMMARY OF DUTIES AND RESPONSIBILITIES:** The Dual Credit Student Services Advisor will devote 70% of their time to coordinating enrollment for dual credit students and 30% of their time to college recruitment. The caseload will be around 200 high school students collaborating with High School Guidance Counselors. Primary operations internally with these students will be in the admission process, collection of documents, and registration for courses. Recruitment will include six events throughout the year and organizing other college staff to assist with any other events. Maintaining positive high school relations will be a key component of these duties.

### Key Responsibilities

- Provide high school counselors and high school students with support in admissions and registration assistance.
- Serve as a mentor/advisor to high school students, providing referral services for academic and basic needs.
- Meet regularly with high school counselors to strengthen NICC and high school relationships.
- Participate in recruitment activities, college outreach, career fairs, and community events – nights and weekends required.
- Follow protocols for helping students with early alerts and documenting student contacts in case notes.
- Coordinate with other staff to support recruitment events and college outreach.
- Meeting with the Dean of Enrollment Management to describe work, accomplishments and needs every 2 weeks. These conversations will include current projects, events, professional development, and activities that align with the college’s current Strategic Plan and SEM (Strategic Enrollment Management) plan.
- Assist Faculty Advisors, Faculty, and Staff in support of our students.
- Attend required/mandatory, professional development, and NICC activities.

- Attend and support intercampus committees.
- Coordinates or performs duties associated with the day-to-day operation of the campus: answering phones, front-line work, collection of documents & data entry, assisting students with questions and needs, and opening/closing campus when necessary and assisting all other students during registration. Working evenings and some weekends will occur to cover campus or attend events, as necessary. Working 40 hours a week is required of this position.

## **QUALIFICATIONS:**

- A valid U.S. driver's license & personal transportation
- At least one (1+) year(s) experience in advising college students from educationally disadvantaged backgrounds or related experience and/or training.
- Must have excellent customer service and written/verbal communication skills.
- Must be proficient in computer applications including Microsoft Office Suite.
- Must have an understanding of Native American History and Cultures, such as, *Umo'ho'* & Isanti languages, histories, customs, and traditions.
- Must have an associate's degree, bachelor's degree preferred, and ability to work independently and as part of a team.
- Experience with the Financial Aid (FAFSA) process, college-level instruction, and Empower usage/training useful.

## **KNOWLEDGE, SKILLS, COMPETENCIES, and ABILITIES**

- **Communications and collaboration:** Must collaborate with other administrators and support personnel, management, instructors, and students regularly.
- **Organizational skills:** Organization and prioritization are the core elements of the Student Services responsibilities. You must know how to keep yourself and others organized and how to determine which tasks are the most important on each list.
- **Writing:** Spelling, punctuation, sentence structure and writing are essential to a Student Services Advisor, who must be proficient in a variety of styles, from creative to professional to technical to education and more.
- **Cultural Competence** is required in serving Indigenous students and/or other minoritized populations.
- **High energy** and positive attitude to effectively serve students and assist with all customer service at the NICC's campus.
- **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) transcripts, and (4) an NICC Application. Please send your application materials to: Human Resources at [gbass@thenicc.edu](mailto:gbass@thenicc.edu) and Dean of Enrollment Management [CLesher@thenicc.edu](mailto:CLesher@thenicc.edu)

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