



NEBRASKA INDIAN COMMUNITY COLLEGE

Vacancy Announcement

POSITION TITLE: Extension Coordinator-2 positions (*Full-time, hourly, non-exempt position*)

PRIMARY WORK LOCATION: Macy and Santee Campus

SUPERVISOR: Workforce Development Director

CLOSING DATE: Until filled

STARTING SALARY: \$35,000

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 **Extension Coordinator** will be responsible for establishing communication with the communities NICC represents, creating educational opportunities based upon culture, identity, and preservation of tribal customs.

Essential Job Responsibilities

- Be an active member of the elder council in order to identify program needs, review program activities, and gather recommendations for program ideas and improvements.
- Actively participate in community needs and evaluation assessments and in-person meetings, to identify community needs.
- Provide relevant and creative education and programming to meet the needs of the communities in the areas of youth and parental relationships and development, health, nutrition and diet, childhood obesity, cultural and historical aspects of the cultures, storytelling, etc.
- Provide a presence in the schools to bring cultural, health awareness, communication, basic work skills, etc. to the youth of the communities.
- Work with the Non-Credit Continuing Education and Community Education Coordinator to provide educational opportunities for youth and families including leadership and basic work skill development.
- Provide programming specific to the history of Boarding School and Murdered and Indigenous Women.
- Provide at least two programs per month to the communities.
- Foster and maintain relationships with community members, tribal elders, community providers, etc.
- Create a semester schedule of programming prior to the beginning of each semester and coordinate with the Non-Credit Continuing and Community Education Coordinator for publication.
- Actively participate in the Co-Curricular Assessment team by providing programming information to the team via the established policies and procedures in order to have the program assigned the appropriate TRIBAL initiative and have the appropriate assessment in place to support accreditation (HLC) efforts.
- Attend all scheduled and assigned meetings.
- Completes all duties as assigned.

Minimum Qualifications

- Associates Degree Required
- Bachelor's Degree in related field preferred

Preferred Requirements

- High level of ability to communicate with members of the tribal community for which they are representing.
- Cultural competence in serving the indigenous community they are assigned.
- Creative in their approach to program development.
- Ability to plan, organize and implement a variety of programming projects.
- Ability to develop programming based upon the needs of the community they represent.
- Flexible with proven ability to conform to shifting priorities, demands and timelines through analytical and problem-solving capabilities.
- Proficiency in Office 365 tools
- Cultural competence in serving the Omaha and Santee people.

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: Anthony Warrior at SanAWarrior@thenicc.edu.

Macy Campus
1111 Hwy 75
Macy, NE 68039
Phone: 402-837-4183

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

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