



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: Financial Aide Liaison & Student Services
PRIMARY WORK LOCATION: Macy Campus
CLOSING DATE: Until filled
SUPERVISOR: Dean of Student Services
RATE OF PAY: \$36,000- \$38,000 annual salary (*exempt, full time*)

ABOUT THE POSITION:

Nebraska Indian Community College seeks a full-time employee to serve as the Student Services Advisor with the ability to support financial aid office activities. An example of duties is listed below.

Financial Aide Liaison	<ul style="list-style-type: none"> • Serve 100% of NICC students that have specialty needs with financial aid advising. • Support student advisors with financial aid questions. • Complete and assist with in house scholarships in Empower SIS • Administer the emergency aid system as set up in Project Success and other emergency aid received by NICC i.e. gift cards for food. • Complete bi-monthly reports for supervisor. • Work 40 hours a week.
Student Services Duties	<ul style="list-style-type: none"> • Serve 30 student case load of degree seeking NICC students. • Assist students in making time management plans and develop good study skills. • Follow plan of contact for early alerts – and missing student documentation
Additional Assistance	<ul style="list-style-type: none"> • Marketing events • Occasional cleaning and set up of campus rooms for events • Customer service for all community, students and co-workers. • Other

“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:

Bachelor’s Degree required with at least 6 months experience or related field. Proficient in Microsoft Office applications. Excellent oral and written communication skills. The candidate must be able to show evidence of effective financial aid knowledge related to Federal regulations and guidelines. Must show success in customer service from prior positions with students, administrators, faculty, and communities.

KNOWLEDGE, SKILLS, COMPETENCIES, and ABILITIES:

Preferred candidates will have proven success in the following:

- Cultural competence in serving Indigenous students and/or other minoritized populations.
- High energy and positive attitude to affectively serve students and assist with all customer service at the Macy campus.
- Ability to work independently or with a team to complete assigned tasks.

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) a copy of transcripts, and (4) an NICC Application. Please send your application materials to Human Resources Director Anthony Warrior SanAWarrior@thenicc.edu

NICC (South Campus)
1111 Hwy 75
Macy, NE 68039
Phone: 402-837-4183

NICC (West Campus)
North River Road
Niobrara, NE 68760
Phone: 402-494-2311

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