



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: GED Advisor/Tutor (*full-time, non-exempt, hourly position*)

PRIMARY WORK LOCATION: Macy Campus

CLOSING DATE: Until filled.

SUPERVISOR: Dean of Student Services

STARTING SALARY: \$16.00 - \$19.00/hour
depending on experience.

ABOUT THE POSITION:

Nebraska Indian Community College seeks a full-time employee to serve as the GED instructor at the Macy Campus. This position will manage 40 seats in the Essential Ed System and support students from enrollment to official testing at offsite locations. Duties listed below:

GED Tutor	ABE/GED Essential Ed administration
Additional	<ul style="list-style-type: none">• Communication with Essential Ed students onboarding them to the system and following up with them weekly to keep them on track.• Communicate via MS Teams, email, Ring Central, or FB Messenger• Track students to make progress toward preparation for GED Ready and official testing.• Use NICC credit card to pay for GED Ready and official testing• Site scheduling with myged.com to complete final testing to include all state required categories.• Advise and assist students that are prepped for official testing.• Refer students to outside resources for needs outside of education.

“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:

Associate Degree required Bachelor's Degree preferred.

KNOWLEDGE, SKILLS, COMPETENCIES, and ABILITIES:

Preferred candidates will have proven success in the following:

- Teaching/advising experience
- Familiarity with "Essential Education- GED Academy/ TABE" Resources
- Cultural competence in serving adult 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.
- High level of organization and communication skills

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 Specialist, Greg Bass III at gbass@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