



NEBRASKA INDIAN COMMUNITY COLLEGE

VACANCY ANNOUNCEMENT

POSITION TITLE: Greenhouse and Teaching Assistant (Full-time, Non-exempt)

PRIMARY WORK LOCATION: Macy Campus (Inter-campus travel may be required)

CLOSING DATE: 11/27/2025

STARTING SALARY: \$17.31-\$22/hour (Depending on experience)

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 that 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.

JOB SUMMARY: We are seeking a motivated and dedicated Greenhouse and Teaching Assistant to join our team. This position supports greenhouse operations, applied plant research, and instructional programs related to agriculture, environmental science, and biology. The role combines hands-on plant care and data collection with academic support for faculty and students. The ideal candidate will demonstrate initiative, technical knowledge, and a commitment to student learning, sustainability, and community engagement.

SERVICE & GREENHOUSE OPERATIONS (60%)

- Assist with daily greenhouse operations, including planting, irrigation, pruning, propagation, and pest management.
- Independently monitor environmental systems (temperature, humidity, lighting) and make minor adjustments or repairs as needed.
- Manage scheduling for greenhouse space and coordinate with faculty and student users.
- Maintain accurate records of plant species, growth cycles, and environmental data using digital tools.
- Contribute to long-term planning of greenhouse production schedules, seed orders, and sustainability initiatives.
- Maintain organization, safety, and cleanliness in greenhouse and support areas.

RESEARCH SUPPORT (20%)

- Collaborate with faculty and student researchers to conduct experiments, record data, and summarize findings.
- Assist with data entry, analysis, and preparation of tables or figures for research reports or grant projects.
- Support the development of student-led research projects and demonstrations.
- Ensure accurate documentation and compliance with research safety and ethical standards.

TEACHING ASSISTANT & INSTRUCTIONAL SUPPORT (20%)

- Provide instructional support for faculty teaching greenhouse, plant science, and biology courses.
- Help organize lab materials, set up experiments, and assist students during laboratory or greenhouse activities.
- Lead small-group instruction, demonstrations, or tutoring sessions under faculty supervision.
- Assist with grading lab reports, tracking attendance, and maintaining course management systems (e.g., Canvas).
- Support community workshops, K–12 outreach, and public demonstrations related to plant science and food sovereignty.
- Assist in supervising student interns, work-study employees, and volunteers.

WORKING CONDITIONS:

This position involves working in a greenhouse setting, which may include exposure to varying temperatures, humidity levels, and some manual labor.

QUALIFICATIONS:

- High school diploma or equivalent required; Associate degree in horticulture, biology, botany, or environmental science preferred.
- Experience in greenhouse operations, research support, or laboratory settings strongly preferred.
- Strong organizational and recordkeeping skills, including data entry and use of digital tools.
- Ability to assist with teaching, student engagement, and course preparation.
- Excellent communication and teamwork skills.
- Physical ability to lift up to 35 lbs and perform hands-on work in greenhouse conditions.
- Commitment to NICC's mission and to serving tribal and local communities.

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, religion, sex, national origin, age, sexual orientation, gender, 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. **FACULTY:** 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 official transcripts, and (4) an NICC Application. Please send your application materials to the Human Resources Department at hr@thenicc.edu.

NICC (South Campus)
111 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
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