



NEBRASKA INDIAN COMMUNITY COLLEGE

VACANCY ANNOUNCEMENT

NOTICE: This announcement is not a complete job description. For a complete job description, contact HR.

POSITION TITLE: Human Resources Generalist (*full-time, exempt, salary position*)

PRIMARY WORK LOCATION: Macy, Santee, or South Sioux City Campuses

CLOSING DATE: Until filled

SUPERVISOR: Human Resources Director

STARTING SALARY: \$45,000 to \$55,000, depending on qualifications

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.

ABOUT THE POSITION: Nebraska Indian Community College is seeking an organized, professional, and service-oriented Human Resources Generalist to support day-to-day Human Resources operations across the College. The position is responsible for coordinating recruitment and interviewing, applicant communication, onboarding, Employee Action Notices, personnel records, benefits support, and other HR administrative functions. The Human Resources Generalist serves as a primary point of contact for applicants and provides HR support to employees and supervisors across all campuses. The position works under the direction of the Director of Human Resources and requires a high level of confidentiality, professionalism, accuracy, and attention to detail.

QUALIFICATIONS: Associate degree in Human Resources, Business Administration, Management, Office Administration, or a closely related field and two (2) years of relevant Human Resources, recruitment, administrative, or personnel experience; or an equivalent combination of education and relevant experience. Strong written, verbal, organizational, and interpersonal skills required. Must demonstrate the ability to maintain confidentiality, manage multiple priorities, and work effectively with employees, applicants, and supervisors.

KNOWLEDGE, SKILLS, COMPETENCIES, and ABILITIES:

Preferred candidates will have proven success in the following:

- Knowledge of Human Resources practices, recruitment, interviewing, onboarding, personnel administration, and employee records.
- Strong organizational skills and attention to detail with the ability to manage multiple vacancies, personnel actions, and deadlines.
- Strong communication, interpersonal, interviewing, and customer-service skills.
- Ability to coordinate and facilitate professional, consistent, and well-documented interview processes.
- Ability to maintain strict confidentiality and exercise sound professional judgment.
- Knowledge of or ability to learn applicable employment requirements, including Equal Employment Opportunity, Indian Preference, FLSA, FMLA, ADA, Title VII, and related standards.
- Proficiency with Microsoft Office applications and the ability to effectively utilize Human Resources information systems.
- Ability to work professionally and collaboratively with applicants, employees, supervisors, and College leadership.
- Cultural competency and the ability to work effectively and respectfully within Tribal communities and culturally diverse environments.
- Bachelor's degree in Human Resources, Business Administration, Management, Organizational Leadership, or a closely related field preferred.
- Human Resources, recruitment, interviewing, or higher education experience preferred.

SUMMARY OF DUTIES AND RESPONSIBILITIES:

- Manage day-to-day recruitment activities from approved job posting through selection and onboarding.
- Prepare and post employment opportunities, maintain applicant records, and review applications for completeness and minimum qualifications.
- Coordinate and schedule interviews, contact applicants, prepare interview materials, and coordinate interview committees.

- Serve as the primary Human Resources representative during interviews and facilitate consistent and professional interview processes.
- Conduct applicant callbacks and follow-up and serve as the primary contact for applicants regarding their status throughout the hiring process.
- Coordinate interview scoring and selection documentation with hiring supervisors and interview committees.
- Contact selected applicants, communicate approved employment offers, coordinate pre-employment requirements, and notify applicants who are not selected.
- Coordinate reference checks, background screening, new-hire documentation, orientation, and onboarding.
- Manage the College's Employee Action Notice (EAN) process, including preparing, routing, tracking, processing, and maintaining personnel action documentation.
- Process Employee Action Notices for new hires, promotions, transfers, compensation changes, position or supervisor changes, employment status changes, separations, and other personnel actions.
- Maintain accurate and confidential personnel files, employee records, job descriptions, and Human Resources information systems.
- Provide routine assistance to employees regarding benefits, leave, HR systems, College policies, and Human Resources procedures.
- Assist with benefits enrollment, employee changes, required training, background screenings, and other HR compliance activities.
- Prepare routine Human Resources reports and assist the Director of Human Resources with audits, accreditation, policy administration, Civil Rights, Title IX, and other compliance activities as assigned.
- Maintain strict confidentiality and refer complex employee relations, compensation, policy, or compliance matters to the Director of Human Resources.
- Perform other Human Resources duties as assigned.

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 office 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
Phone: 402-494-2311