



Nebraska Indian Community College **VACANCY ANNOUNCEMENT**

POSITION TITLE: Adult Basic Education Instructor (*Full-time, non-exempt, hourly position*)

PRIMARY WORK LOCATION: Macy Campus

SUPERVISOR: Dean of Student Services

CLOSING DATE: Until Filled

STARTING PAY: \$16-18/HR+BENEFITS based upon 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 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.

SUMMARY OF DUTIES AND RESPONSIBILITIES:

Instruct students in the areas of math, science, writing, reading, and social studies to meet state testing requirements. Learn assistive computer tools for teaching and pre-testing students that are preparing for these required skills. Assess students’ skills to create a learning program for each student. Track students’ time on task and encourage them to stay on track. Help students with improving their critical thinking, problem-solving, information processing, and communication skills. Knowledge and experience with adult education and teaching techniques are necessary for this position. Preferred candidates will have strong skills in Microsoft Office 365, multicultural adult development, technology in the classroom, community education, and cultural diversity knowledge.

QUALIFICATIONS:

Preferred candidate should have a bachelor’s degree and some teaching experience. Teaching experience is not required, but preferred candidates should have strong communication skills and independent working skills.

KNOWLEDGE, SKILLS, COMPETENCIES, and ABILITIES:

Preferred candidates will have proven success in the following:

- Experience in applying Adult Basic Education instructional platforms, and an understanding of procedures/philosophies in the classroom is recommended.
- Experience with adult learners.
- Proficient Microsoft Office knowledge and skills
- Strong time management, organizational skills, and attention to detail
- Knowledge of basic accounting principles
- Ability to work independently and prioritize tasks
- Strong written and verbal communication skills
- Ability to motivate students

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: HR Director Anthony Warrior 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

Macy • Santee • South Sioux City