



Nebraska Indian Community College

VACANCY ANNOUNCEMENT

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

POSITION TITLE: Archiving Assistant 2 positions (*part time non-exempt*)
PRIMARY WORK LOCATION: Macy Campus
SUPERVISOR: Grant Writer/Lead Archivist
CLOSING DATE: UNTIL FILLED
STARTING SALARY: \$15 per hour

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.

JOB DESCRIPTION:

The Archiving Assistant will ...

- Provide assistance to archivists in maintaining documentation processes and issues.
- Assist and support archivists in scanning historical archive documentation processes.
- Assist archives department in converting historical documentation into electronic data.
- Assist archivists in cataloging government and other key documents.
- Maintain huge number of historical materials and documents in an organized manner.
- Arrange and maintain modern archival collections in a safe manner.
- Maintain and manage a collection of rare books, magazines, and other literature in an organized fashion.
- Assist research students and historians in locating and collecting the required data from the archives.
- Maintain and manage logbooks and records of visitors and the archival documents they accessed.
- Develop safety procedures and initiatives to manage archival data, documentation, and records.
- Other Duties as Assigned

QUALIFICATIONS:

- HS Diploma, Associates degree preferred

KNOWLEDGE, SKILLS, COMPETENCIES, and ABILITIES:

Preferred candidates will have proven success in the following:

- Must be a self-starter and able to be productive without supervision
- Working knowledge of a studio archive is desired, but not required
- Knowledge of tribal history or related field
- Experience working in an educational setting or library
- Exceptional interpersonal skills, and verbal communication skills, deadline driven and organizational skills
- Proficiency in Office 365 tools
- Cultural competence in serving Indigenous students and/or other minoritized populations

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) graduate level transcripts, and (4) an NICC Application. Please send your application materials to Anthony Warrior (Human Resources) at SanAWarrior@thenicc.edu.