



NEBRASKA INDIAN COMMUNITY COLLEGE

VACANCY ANNOUNCEMENT

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

POSITION TITLE: Safe Driver Academy Assistant

PRIMARY WORK LOCATION: Macy or South Sioux City

CLOSING DATE: Until filled

STARTING SALARY: \$25/hour

CLASSIFICATION: Non-Exempt

DURATION: AS NEEDED – Temporary position up to 20 hours per week

ABOUT THE COLLEGE: *“The Nebraska Indian Community College provides quality higher education and lifelong educational opportunities for Umo^ohoⁿ (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: Active CDL License – Part A required. Part B preferred

KNOWLEDGE, SKILLS, COMPETENCIES, and ABILITIES:

Preferred candidates will have proven success in the following:

- Ability to communicate with members of the tribal community for which they represent.
- Creative in their approach
- Flexible with proven ability to conform to shifting priorities, demands and timelines through analytical and problem-solving capabilities.
- Ability to develop and maintain effective positive working relationships.

SUMMARY OF DUTIES AND RESPONSIBILITIES:

Under the supervision of the Safe Driver Academy Program Manager, assist with study time for the CDL permit, driver with students working to obtain their CDL license, provide other assistance to the Program Manager as needed.

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. 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