



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 Program Director (*full-time, exempt, salaried position*)

PRIMARY WORK LOCATION: Santee Campus, Macy Campus

STARTING WAGE: \$55,000 – 65,000

CLOSING DATE: UNTIL FILLED

ABOUT THE COLLEGE: *"The Nebraska Indian Community College provides quality higher education and lifelong educational opportunities for Umo^oho^o (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:

- Must possess a CDL, class A, B or C commercial vehicles for the transportation of people or goods
- Must be at least 21 years of age
- Must have a high school diploma or equivalent education.
- Must have an operator's license at least one level above the standard to be taught
- No suspensions or revocations on his or her driving record within the last 6 years
- No convictions for DWI or related alcohol or drug offense in connection to a motor vehicle

KNOWLEDGE, SKILLS, COMPETENCIES, and ABILITIES:

Preferred candidates will have proven success in the following:

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- No convictions for DWI or related alcohol or drug offense in connection to a motor vehicle
- Must have effective communication skills and the ability to work well with others
- Must have organization and/or grant management skills

SUMMARY OF DUTIES AND RESPONSIBILITIES:

In addition to providing curriculum and driving instruction this position is also responsible for the overall grant management of the program. This entails completing the grant objectives, following the parameters of the grant budget and the management of the grant funding, completing timely narrative and budget reports and the efficient and professional interactions of other grant parties. The driving instructor is responsible for delivering a comprehensive instructional program of study correlated to the Nebraska/Iowa DMV-approved concentration of CDL Driving. The instructor is responsible for designing instruction to teach and reinforce the skills related to Commercial driving theory and directly supervising students in the classroom, parking lot, and on-the-road setting. The instructor is responsible for the equipment, curriculum, and safety as related to the Commercial Driving program. The instructor is responsible for completing and maintaining all documentation required by the Federal Motor Carrier Safety Administration (FMCSA) under Entry Level Driver Training (ELDT) Regulations. Additionally, the instructor is responsible for developing and maintaining all required documentation to meet the Council on Occupational

Education (COE) accreditation standards. The instructor is responsible for complying with federal, state, and local laws, policies, and procedures for the Career and Technical Education CDL Driving program and certifications.

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