



Nebraska Indian Community College
The Office of Human Resources

VACANCY ANNOUNCEMENT

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

POSITION TITLE: Santee Librarian/ GED Tutor (*full-time, exempt, salaried position*)

PRIMARY WORK LOCATION: Santee Campus

CLOSING DATE: Until filled

SUPERVISOR: Dean of Student Services

STARTING SALARY: \$35,568

**Note* This is a grant funded position and will end (contingent other funding sources) in September 2023.*

ABOUT THE POSITION:

Nebraska Indian Community College seeks a full-time employee to serve as the Santee Campus Librarian with the ability to also teach a virtual class of GED students. An example of duties is listed below.

Librarian	Assist with textbook orders and distribution each term Keep up-to-date inventory and online catalog of books in library Support Student Services team members with registration and book disbursement Assist with opening/closing the Santee Campus
GED Tutor	ABE/GED Monitoring of online class
Additional Assistance	Marketing events Occasional cleaning and set up of campus rooms for events Other

“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:

Bachelor's Degree required with preference being in Media or Education.

KNOWLEDGE, SKILLS, COMPETENCIES, and ABILITIES:

Preferred candidates will have proven success in the following:

- Teaching Experience
- Familiarity with “Essential Education-GED Academy/TABE” Resources
- Cultural Competence in serving Indigenous students and/or other minoritized populations
- High energy and positive attitude to affectively serve students and assist with all customer service at the Santee Campus

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) a copy of transcripts, and (4) an NICC Application. Please send your application materials to Anthony Warrior (Human Resources) at sanawarrior@thenicc.edu.

NICC (South Campus)
1111 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
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