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## Nebraska Indian Community College

# VACANCY ANNOUNCEMENT

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**POSITION TITLE:** Student Records Assistant (*Full-time, non-exempt, hourly position*)

**PRIMARY WORK LOCATION:** Macy Campus

**SUPERVISOR:** Registrar's Office

**CLOSING DATE:** Until Filled

**STARTING PAY:** \$17-19/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.

### **JOB DESCRIPTION:**

The Student Record Assistant will spend 50% of their time directly in support of Student Records. 30% of their time in Registrar and Registrar duties and 20% training and supporting Student Services staff. Primary operations internally will be associated with the Registrar's Office.

### **SPECIFIC RESPONSIBILITIES AND DUTIES:**

- Provide high level administrative support and assistance to College Registrar and Dean of Student Services
- Provide assistance with student admissions, academic, financial aid, and other information related to student life
- Assist with the graduation ceremony
- Assists with the conferral and audit of degrees, end of term processing, including review of the Student Academic Progress report, and graduation application process,
- Assist and advise students in developing and planning for program completion
- Audit student records and communicate with students of issue within their academic records including transcripts, registration, and monitor academic progress
- Assists the Dean of Enrollment Management with training and evaluation of Student Services staff and BATN student registration and degree planning
- Collaborates and communicates with faculty and Student Services staff regarding records related policies and concerns
- Assists with maintaining all Records office information on College website & portal to be accurate
- Represents the Records office in absence of the Registrar
- Prepare bi-monthly report for the Dean of Student Services describing project activities in relation to the current strategic plan.
- Attend required/mandatory professional development and NICC activities.
- Consistently and dependably attends work, activities, and functions as scheduled or assigned
- Coordinates or performs duties associated with the daily operations of the College
- Macy campus coordinator assistance
- Adheres to FERPA compliance
- Other duties as assigned

### **QUALIFICATIONS:**

- A valid U.S. driver's license & personal transportation.
- Must have excellent customer service and written/verbal communication skills.
- Must be proficient in computer applications including Microsoft Office Suite.
- Minimum 2 years work experience, preferably in a tribal or community college setting
- Bachelor's degree in Business or related area preferred.

### **KNOWLEDGE, SKILLS, COMPETENCIES, and ABILITIES:**

Preferred candidates will have proven success in the following:

- **Communications and collaboration:** must collaborate with other administrators and support personnel, management and clients on a regular basis.
- **Organizational skills:** Organization and prioritization are the core elements of the responsibilities. You must know how to keep yourself and others organized and how to determine which tasks are the most important in a given list.
- **Writing:** Professional writing is a necessity.
- **Knowledge:** strong knowledge of Umo<sup>n</sup>ho<sup>n</sup> or Isanti Dakota people
- **High energy** and positive attitude to affectively serve students and assist with all customer service.

**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](mailto:SanAWarrior@thenicc.edu).

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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**