



# NEBRASKA INDIAN COMMUNITY COLLEGE

## VACANCY ANNOUNCEMENT

**Position:** Student Service Advisor II (full-time, Hourly, non-exempt)

**Supervisor:** VP of Student Services

**Starting Salary:** \$20-\$21/hour

**Campus:** Macy Campus, SSC Campus, or Santee Campus

**SUMMARY OF DUTIES AND RESPONSIBILITIES:** This Student Service Advisor employee will devote their time to coordinating college recruitment and assisting ~85 assigned Bachelor of Arts & Associate students (transfer Business students). This work includes supporting students through admissions, registration, and the onboarding process. Additionally, they will collaborate with faculty advisors to assist with student academic advising, degree planning form completion, and supporting students through retention efforts. Retention efforts include regular communication, advising meetings, while planning study skills, tutoring, and career activities, all specific to their assigned NICC's Business students.

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

- Collect necessary documents from students and create & update student degree planning forms. Notify students/potential students of issues within their academic records, including transcripts and registration, while monitoring academic degree progress.
- Provide student admission, academic, and financial aid assistance, and other information about student life.
- Directs students to the appropriate program/faculty advisor for further program guidance.
- Supports academic programs by creating campus events that support student study skill techniques, including time management and related academic information to students, evaluating students' academic abilities, skills, and career planning.
- Assist students in developing and planning for program completion either to another degree or a career.
- Serve as a mentor/advisor to students, providing referral services for basic needs.
- Communicate with students regularly to monitor progress and discuss class attendance (alerts) and grades (in-person, virtually, individually, or in groups).
- Participate in recruitment activities, college outreach programs, and career fair activities that align with the college's current strategic plan – nights and weekends will sometimes be required to complete job duties.
- Coordinates or performs duties associated with the day-to-day operation of the campus: answering phones, front-line work, collection of documents & data entry, assisting students with questions and needs, opening/closing campus when necessary and assisting

all other students during registration periods. Working evenings and some weekends will occur to cover campus or attend events, as necessary. Working 40 hours a week on campus is required of this position.

- Meeting with VP of Student Services to describe work, accomplishments, and needs every 2 weeks. These conversations will include current projects, planned events, professional development, and activities that align with the college's current Strategic Plan and SEM (Strategic Enrollment Management) plan.
- Assist Faculty Advisors, Faculty, and Staff in support of students.
- Attend required/mandatory professional development and NICC activities which may be in the evenings or on the weekend.
- Attend required NICC training, all-staff meetings, student success team & administrative meetings, be a member of the events committee, and attend other professional development as requested.
- Provide support for the campus & online student activities and the AIBL student conference: assistance with preparation of reservations, registrations, travel arrangements, and chaperoning, if needed.
- Other duties as assigned.

#### **APPROXIMATE BREAKDOWN OF WORK WEEK:**

Recruitment (Fairs & Outreach) 5% (1-2 hours)

Advising/Registration/Student Support & Retention Activities 70% (28 hours)

Administrative/Document Collection/Data Entry/Degree Planning Forms/Notes 20% (7-8 hours)

Weekly Meetings/Trainings/Professional Development 5% (3 hours)

#### **QUALIFICATIONS:**

- A valid U.S. driver's license & personal transportation
- At least one (1+) year(s) experience in advising college students from educationally disadvantaged backgrounds or related experience and/or training.
- Must have excellent customer service and written/verbal communication skills.
- Must be proficient in computer applications, including Microsoft Office Suite.
- Must have an understanding of Native American History and Cultures.  
Preferred candidate knows Umón hon, Isanti, or other Native American languages, histories, or cultures.
- Must have a Bachelor's degree in a related area: Business, Education, Human Services.
- Experience with the Financial Aid (FAFSA) process, college-level instruction, and Empower usage/training useful.

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

- **Communications and collaboration:** Must collaborate with other administrators and support personnel, management, instructors, and students regularly.
- **Organizational skills:** Organization and prioritization are the core elements of the Student Services responsibilities. You must know how to keep yourself and others organized and how to determine which tasks are the most important on each list.

- **Writing:** Spelling, punctuation, sentence structure, and writing are essential to a Student Services Advisor, who must be proficient in a variety of styles, from creative to professional to technical to education and more.
- **Cultural Competence** is required in serving Indigenous students and/or other minoritized populations.
- **High energy** and positive attitude to effectively serve students and assist with all customer service at the NICC's 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 Human Resources Specialist, Greg Bass III at [gbass@thenicc.edu](mailto:gbass@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  
Phone: 402-494-2311