



NEBRASKA INDIAN COMMUNITY COLLEGE

VACANCY ANNOUNCEMENT

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

POSITION TITLE: Student Services Advisor

PRIMARY WORK LOCATION: Macy Campus

CLOSING DATE: Until filled

SUPERVISOR: Dean of Enrollment Management

RATE OF PAY: \$16-\$18 per hour (non-exempt)

ABOUT THE COLLEGE: *"The Nebraska Indian Community College provides quality higher education and lifelong educational opportunities for Umo^oho" (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 well-being of our communities, and the quality of life and development of its learners, faculty, and service areas.

Key Responsibilities:

- Manage a caseload of ~85 students, provide student admissions, academic and financial aid assistance, and other information about student life.
- Serve as a mentor/advisor to students, providing referral services for basic needs.
- Assist students in creating time management plans and developing effective study skills individually or in groups.
- Follow protocols for helping students with early alerts and documenting student contacts in case notes.
- 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.
- Prepare monthly reports for the supervisor.
- Meeting with the Dean of Enrollment Management to describe work, accomplishments and needs every 2 weeks. These conversations will include current projects, 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 our students.
- Attend required/mandatory professional development and NICC activities which may be in the evenings or on the weekend.
- Attend required NICC trainings, all-staff meetings, student success team & administrative meetings, committee meetings as assigned, and attendance of other professional development as requested.
- Provide support for the campus student activities & the AIHEC student conference: assistance with reservations, travel arrangements, and chaperoning.
- Participate in marketing and recruitment events and occasionally assist with campus room setups and cleaning.
- 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, and opening/closing campus when necessary and assisting all other students during registration. 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.

APPROXIMATE BREAKDOWN OF WORK WEEK:

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

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

Administrative/Document Collection/Data Entry/Degree Planning Forms/Notes 20% (7 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, such as, *Umo'ho'* & Isanti languages, histories, customs, and traditions.
- Must have an associate's degree, bachelor's degree preferred, and ability to work independently and as part of a team.
- 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, 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 Director, Gregory Bass III at gbass@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