



# NEBRASKA INDIAN COMMUNITY COLLEGE

## Vacancy Announcement

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

**POSITION TITLE:** Administrative Assistant (*part-time, non-exempt, hourly position, temporary*)

**PRIMARY WORK LOCATION:** Macy Campus

**SUPERVISOR:** Academic Dean

**CLOSING DATE:** Until Filled

**STARTING WAGE:** \$15/ hr

**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 Administrative Assistant will work 20 hours per week with the following tasks:

- Provide administrative support to the Academic Dean
- Assist in review of application packets for faculty credentials
- Provide support to complete Instructor Course Approval Forms
- Enter data (e.g., courses that Instructors are approved to teach into a live spreadsheet)
- Digitize historical records (syllabi, course assessments, program assessments, etc.)
- Upload and organize electronic files in Microsoft Teams
- Update list of courses currently offered at NICC
- Audit NICC website for necessary updates
- Assist in the development of standard operating procedures for Academics
- Serve on Academic Council

### QUALIFICATIONS:

- Associate’s Degree required, Bachelor’s Degree preferred
- Proficiency in Office 365 tools

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

Preferred candidates will have proven success in the following:

- High level of ability to collaborate with fellow employees
- Cultural competence in serving Indigenous students and/or other minoritized populations
- Great attention to detail

**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) graduate level transcripts, and (4) an NICC Application. Please send your application materials to Anthony Warrior (Human Resources) at [SanAWarrior@thenicc.edu](mailto:SanAWarrior@thenicc.edu).