



NEBRASKA INDIAN COMMUNITY COLLEGE

VACANCY ANNOUNCEMENT

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

POSITION TITLE: Vice President of Workforce and Community Engagement

(full-time, exempt, salaried position)

PRIMARY WORK LOCATION: South Sioux City Site

STARTING WAGE: \$65,000-80,000

CLOSING DATE: 12/19/2025

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.

Summary of Duties

The Vice President of Workforce and Community Engagement provides leadership for the College by engaging with key external stakeholders such as community members, alumni, and new and existing businesses. They will champion NICC Alumni relations, and expand career services amongst current students and graduates. They will provide supervisory support for business accelerators/catalysts (e.g., APEX Accelerators, Indianpreneurship), community and non-credit education (e.g. Extension workshops, Safe Driver Academy), and public relations (KZYK Radio, digital communications, NICC website). They will demonstrate grant management skill and assist team members in managing grants and fulfilling grant objectives. They will facilitate projects aligned with the College Strategic Plan as well as other initiatives directed by the President.

SPECIFIC RESPONSIBILITIES AND DUTIES:

Direct and supervise the activities of Safe Drivers Academy, Community Non-Credit Education, the APEX Accelerator Program, Indianpreneurship initiatives, Grant Writing functions, and public relations (including Career Services, and Alumni).

- Supports and oversees the College's internship and work-based learning program areas through the development of both internal and external programs, implementation guidelines, advertisement, monitoring, and reporting to funding partners, as required. Acts as the faculty point of contact and oversees the Student Representative students.
- Collaborate with staff, faculty, students, community, and business to identify workplace needs, trends, skills, job placement, etc., to aid in the development of work-ready programs for students. Be an active member in Advisory Committees for each program area.
- Chairs advisory board meetings with external stakeholders for each discipline.
- Supervise and mentor employees; prioritize, assign work, and provide performance expectations; Meet regularly with employees to ensure work is completed in a timely and accurate manner, to provide guidance and support, to conduct performance evaluations, to receive and share feedback on program goals and directions, and to ensure staff is trained; Makes hiring, termination, and disciplinary recommendations; Follow NICC policy to utilize disciplinary procedures, as needed.
- Provide assistance and support to the Non-Credit and Community Education Coordinator to develop non-credit and continuing education programs, certificate of completion courses, and customized training for business, including working with professional organizations/groups to become a provider of CE units.
- Partner with college departments, external institutions, and/or agencies to address workforce issues impacting assigned programs, services or operations and assist in problem-solving strategies.

- Develop, plan, implement, and administer departmental goals and objectives, including recommendations for budget and equipment needs.
- Provide opportunities for the career development of students by offering resources in career assessment, job search and application, resume and cover letter development, interview tips, and mock interviews etc., both virtually and in person, as well as offer a for-credit course in Career Survival each semester.
- Develops and maintains Career Services website to include Job Boards, Internships, Career Resources, etc.
- Oversee grant programs as designated by the President.
- Actively research options for non-credit and community education funding opportunities, make recommendations, follow-up, and monitor as needed.
- Represent the College in all external interactions in a professional manner.
- Serve as a member of the NICC Cabinet, Executive Committee, Administrative Council, Institutional Assessment and Strategic Planning Committee.
- Support the collection, data analysis, and dissemination of assessments related to the Career Services, Non-Credit and Community Education, Extension, and Alumni departments; Use information to process and implement data into workshop offerings, community/business discussions, etc.
- Host transfer and career fairs/tables for students as needed.
- Participate in professional organizations, appropriate workshops and training as requested by the supervisor/administration.
- Performs all other duties and responsibilities as assigned or directed by the supervisor. These duties and responsibilities are a general representation rather than an all-inclusive list and are subject to change based on organizational needs and/or deemed necessary by the supervisor.

QUALIFICATIONS:

- **Education:** Master's degree in business administration, communications, or a related field required.

KNOWLEDGE, SKILLS, COMPETENCIES, and ABILITIES:

Preferred candidates will have proven success in the following:

- **Experience:** Program and/or organizational management experience (3 years preferred); Proficiency in Office 365 tools
- **Skills:** Strong verbal/written communication and interpersonal skills; ability to work effectively with diverse communities and stakeholders; web design utilizing search engine optimization (SEO); program development and process improvement; critical thinking & problem solving; leadership and supervision; researching, analyzing, and applying relevant information to the development of departmental processes and programs; analyze these processes and make change as needed; Ability to develop and maintain effective positive working relationships; Ability to work independently and as a member of a work team; Ability to multitask and demonstrate good time management skills
- **Knowledge:** Cultural competence in serving Indigenous students and/or other minoritized populations; experience working in a tribal college or with tribal organizations is highly desirable; Content Management Systems (CMS)

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 office at hr@thenicc.edu.

NICC (South Campus)

NICC (West Campus)

NICC North Campus

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Macy, NE 68039
Phone: 402-837-4183**

**North River Road
Niobrara, NE 68760
Phone: 402-494-2311**

**2605 ½ Dakota Ave.
South Sioux City, NE 68776
Phone: 402-494-2311**