



Nebraska Indian Community College

Job Description

Position: Workforce Development Director

Supervisor: College President

Campus: Macy Campus, South Sioux City Campus, or Santee Campus

Job Classification: Exempt

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 AND RESPONSIBILITIES:

The Director of Workforce Development provides leadership and directs, develops, implements, and oversees systems and processes related to the Career Services, Alumni, Internships, Non-Credit and Community Education, and Extension departments of the College. Provides supervision for the Project Director of the Apex Accelerators division of the College and the Project Director of the NICC Safe Driver Academy. Acts as a grant Program Manager for various grants as directed by the President. Develops and oversees relationships with external partners and businesses. Provides grant management and division initiatives as directed by the President.

SPECIFIC RESPONSIBILITIES AND DUTIES:

- 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 management of the Project Success Internship grant. Acts as faculty point of contact and oversees the Student Representative interns, and as needed for other internship programs, to include time approval.
- Collaborates 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.
- 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; Conduct monthly Extension departmental meetings; 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. Provide guidance and oversight of the FRTEP grant.
- Ensures the Non-credit and Community Education Coordinator is gathering and maintaining necessary records of workshops for BIE reimbursement and reporting purposes.

- 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. May offer a for-credit course in Career Survival. Act as the primary administrator of the virtual Career Services website and ensure information is posted, current and available to all students, alumni and community members.
- Maintain Career Services area of the NICC website to include Job Board websites and 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 voting member of the NICC President's Cabinet, Executive Committee, Administrative Council, Institutional Assessment (to include chair of the Co-Curricular Assessment Team), 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, either in-person or virtually, 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:

- Bachelor's Degree required in Business/Communications or related field
- Preferred: Master's Degree in Business/Organizational Communication (or related field)

KNOWLEDGE, SKILLS, COMPETENCIES, and ABILITIES:

Preferred candidates will have proven success in the following:

- Program and/or organizational management experience (3 years preferred)
- Proficiency in Office 365 tools
- Cultural competence in serving Indigenous students and/or other minoritized populations.
- Skill in program development and process improvement.
- Skill in critical thinking & problem solving.
- Skill in leadership and supervision.
- Skill in researching, analyzing, and applying relevant information to the development of departmental processes and programs; Analyze these processes and make changes 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.