



# NEBRASKA INDIAN COMMUNITY COLLEGE

## VACANCY ANNOUNCEMENT

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

**POSITION TITLE:** Workforce Development Director (*full-time, exempt, salaried position*)

**PRIMARY WORK LOCATION:** South Sioux City Site

**STARTING WAGE:** \$50,000-\$60,000

**CLOSING DATE:** 09/23/2025

**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 Director of Workforce Development provides leadership and directs, develops, implements, and oversees systems and processes related to the Career Services, Alumni, Non-Credit and Community Education, and Extension departments of the College. Provides supervisory support for the Project Manager of the Apex Accelerators division of the College. Develops and oversees relationships with external partners and businesses. Provides grant management and division initiatives as directed by the President.

### SPECIFIC RESPONSIBILITIES AND DUTIES:

Direct and supervise the activities of the Career Services, Alumni, Non-Credit and Community Education, and Extension departments of the College. Plans, manages, and evaluates projects and services impacting the College. Provides supervisory support for the Project Manager of the Apex Accelerator Program.

- 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.
- 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 (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/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: Bachelor's degree in business administration, communications, or a related field (Master's degree preferred).

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

*Preferred candidates will have proven success in the following:*

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- Master's Degree in Business/Communications (or related field)
- 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 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.

**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](mailto:hr@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