



Nebraska Indian Community College

Human Resources
PO Box 428
Macy, NE 68039
(402) 494-2311 ext. 110

Position: Dean of Academic Affairs
Reports to: President
Closing: March 15, 2017
Location: Macy, Santee, or South Sioux City, NE Campus

SUMMARY OF DUTIES:

The Dean of Academic Affairs administers educational programs of NICC and acts as an advisor to the President within the scope of delegated responsibilities. This person exchanges information with all college staff and necessary Tribal leaders.

MINIMUM QUALIFICATIONS:

The candidate must have a minimum of 3 years' successful experience in an academic leadership position. A minimum of 3 years' equivalent experience of full-time teaching, preferably in a community college setting. Knowledge and experience in instructional design, development, implementation, and assessment. Master's Degree, Education or related field required.

PREFERRED QUALIFICATIONS:

PhD. or EdD. Preferred. The completion of an earned Doctorate or terminal degree from a regional accredited institution within one year of the employment start date. Two years of experience in faculty assessment and professional development planning. Measurable knowledge of the Omaha and Santee Culture is desirable.

SPECIFIC RESPONSIBILITIES AND DUTIES:

1. Develops and delivers credit and non-credit programs consistent with the mission and goals of the institution.
2. Provide innovative leadership for all academic programs including evaluation of existing programs, new programs, and curriculum development.
3. Provide innovative and insightful leadership to the academic community and strengthen partnerships with institutions, organizations, businesses, and individuals that enhance the College's reputation and academic ties to the Omaha and Santee community.
4. Provide leadership in developing Native American cultural competency throughout the institution.
5. Provide leadership for the assessment and evaluation of academic programs, student learning, general education outcomes and faculty performance.
6. Facilitates the development and offering of new courses, educational programs, and instructional resources in response to interests and needs of Omaha and Santee Tribes and the surrounding communities.
7. Evaluates faculty, designated staff and overall educational effectiveness of instructional programs on all three sites.
8. Prepares course schedules and coordinates the assignment of facilities at all campuses.

9. Prepares or directs preparation of all reports required by NICC President.
10. Attends Board of Directors meetings.
11. Evaluates the recommendations of all candidates for graduation and recipients of Certificates of Completion.
12. Forms articulation agreements and cooperative educational programs.
13. Recruits, recommends, and supervises all full and part-time faculty.
14. Participates in the writing and management of appropriate educational grants.
15. Is familiar with the College philosophy, policies, and procedures as established by the NICC Board of Trustees.

SPECIAL INSTRUCTIONS TO APPLICANTS:

Under Federal Law, all qualified Indian applicants will receive preference over non-Indian applicants. 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. **FACULTY:** Include a letter of intent outlining how you are qualified for the position based upon the qualifications and responsibilities, a resume/CV, copy of transcripts, and a NICC Application

For more information about NICC please visit www.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