



Nebraska Indian Community College

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

Position: Vocational Counselor/Career Placement Specialist
Reports to: Workforce Development Director
Closing: Until Filled
Location: Macy, Santee, or South Sioux City, NE Campus

SUMMARY OF DUTIES:

The Vocational Counselor will participate in the planning, development, implantation, and evaluation of counseling and student development. This will result in educational, personal, and vocational development of students which supports the advancement of NICC's vision, mission, and values. The Vocational Counselor will assist in providing career placement services to the Nurse Aide and Carpentry programs as well as meet the needs of students in the Entrepreneurship program. The Vocational Counselor will facilitate creation of partnerships with area businesses that will allow students to transition into employment upon completion of mentioned programs.

MINIMUM QUALIFICATIONS:

A Bachelor's Degree in Counseling or related field is required as well as two years' work experience in career counseling or related field. A Master's Degree in Counseling is preferred. The candidate should have prior teaching experience, good interpersonal communicational skills, and can easily relate to people from varying educational, cultural, and social backgrounds. Experience in collaborating with Native American communities and government organizations is preferred.

OTHER REQUIREMENTS:

Candidate must be proficient in basic computer programs and operation, have a valid U.S. driver's license, and proof on insurance for personal transportation.

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