

**Lac Courte Oreilles Ojibwe College**  
**Position Description No. OSC10421**



<b>Position Title:</b>	Outreach Site Coordinator – Red Cliff, Bayfield, WI
<b>Reports To:</b>	Dean of Continuing Education & Custom Training
<b>FLSA Status:</b>	Exempt
<b>Annual Contract:</b>	Fulltime - 52 Weeks
<b>Rate of Pay:</b>	Negotiable - Dependent upon qualifications.
<b>Posting Date:</b>	January 27, 2021
<b>Application Deadline:</b>	Until Filled
<b>Start Date:</b>	As soon as possible.

**General Position Summary:**

The Outreach Site Coordinator position focuses on general site duties to provide & enhance educational opportunities to our students. This position also focuses on direct student support services at the post-secondary level.

**Key Responsibilities:**

- Conducts an annual assessment of Red Cliff Tribal Nations Pre-K – Adult Education needs (i.e. Surveys, Interviews, Focus Groups, etc.).
- Interprets and synthesizes the findings of the assessment and develops a report for the LCOOCC President.
- Develops a strategic plan in coordination with Supervisor to serve Red Cliff Tribal Nations educational needs where possible.
- Implements elements of strategic plan and reports progress monthly to Supervisor.
- Coordinates and cooperates fully with the LCOOCC Recruiter in helping the college achieve its recruitment goals within the Red Cliff Tribal Nation.
- Responsible for grant writing to support operations and future plans.
- Offers supplemental post-secondary academic advising and education coordination.
- Works with disadvantaged and/or Native American students.
- Incorporates Native American learning styles and culture as appropriate.
- Provides student services as follows: (a) academic advising, including transfer advising; (b) academic tutoring, supplemental instruction, study skills tutoring/instruction to compliment Introduction to Higher Education, computer applications, and basic math and English courses; (c) personal support; (d) career coaching services; (e) financial aid and financial literacy guidance; (f) disability services; (g) cultural enrichment activities; and (h) serving on at least one institutional committee.
- Responsible for daily documentation of services offered and all other communications.
- Submits paperwork on a timely basis to meet deadlines.
- Ability to maintain strict student confidentiality in compliance with FERPA regulations.
- Assists in organizing & supervising Federal Work-Study, Agriculture/Equity, Work-Based Learning, and Project Success Grant programs.
- Assists with coordination of meetings, workshops/seminars, and special events.

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- Possess a flexible schedule to cover late afternoon, evening, and emergency related hours.
- Provides access to tutoring & other academic related services, including assisting computer lab users.
- Visit businesses, organizations, and other potential areas where partnerships can be created and promoted.
- Supervises Outreach Site Support Assistant.
- Provides access to tutoring and other academic related services, including assisting computer lab users.
- Assists in keeping the site clean & organized.
- Maintains site coverage with a helpful & friendly attitude toward students & visitors, while maintaining FERPA standards and representing the College in a positive & professional manner.
- Other duties as assigned.

**Minimum Qualifications:**

- Associates degree in Human Services or related field.
- The successful candidate must have experience working with Native American adult learners and students from different socioeconomic backgrounds.

**Preferred Qualifications:**

- Bachelor's degree in Education, Human Services, or related field.
- Experience working with the Red Cliff community.

**Knowledge, Skills, and Abilities Required:**

- Proficient with Microsoft office programs.
- Experience working with disadvantaged populations.
- Knowledge of FERPA.
- Excellent organizational skills.
- Excellent communication skills.
- Effective time management skills.

**Ability to:**

- word process with a high degree of accuracy,
- effectively utilize email and other forms of electronic communications, specifically video conferencing,
- complete tasks with minimal supervision,
- maintain strict confidentiality,
- be a team player,
- communicate effectively on behalf of SSS participants with internal departments; admissions; registrar; financial aid; worked-based learning; bookstore and business office.

**Work Environment:**

- Work takes place primarily indoors in the outreach site office, classroom and facilities.
- Some work-related travel required.
- Requires ability to periodically lift 20-30 lbs.

**Reportability:**

- Reports to Dean of Continuing Education & Custom Training.

**Application Process:**

Please submit either hard or electronic copy of a cover letter, an updated resume, unofficial transcripts, and a completed LCO Ojibwe College job application (available online at [www.lco.edu/hr](http://www.lco.edu/hr)) to the address directly

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below. All materials should be submitted in a single packet. **Only applications containing all the items noted above, fully completed, will be considered.**

Hand-delivered application packages will be accepted at the College until 4:30 pm on the deadline date; mailed applications must be received by the deadline date and emailed application packages must be received by 11:59 pm on the deadline date.

Human Resources  
Lac Courte Oreilles Ojibwe College  
13466 W Trepania Road  
Hayward, WI 54843  
Phone: 715-634-4790  
Fax: 715-634-5049  
Email – [hr@lco.edu](mailto:hr@lco.edu)

All materials submitted will become property of the College and will be retained for six (6) months from the application deadline.

Lac Courte Oreilles Ojibwe College encourages applications from all peoples and sources; however, we follow an Indian preference policy when hiring.

*“The Lac Courte Oreilles Ojibwe College mission is to provide Anishinaabe communities with post-secondary and continuing education while advancing the language, culture, and history of the Ojibwe.”*