

Niiwin Akeaa Campus
111 Beartown Road
Baraga, MI 49908
Phone: (906) 353-4630
Fax: (906) 353-8107



Wabanung Campus
770 N. Main St.
L'Anse, MI 49946
Phone: (906) 524-8400
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[Kbocc.edu](http://kbocc.edu)

"Catch Your Dream Through a Superior Education"

JOB DESCRIPTION

POSITION: Ojibwemowin Apprentice Assistant
PROGRAM: Ojibwemodaa Program (grant funded, ends May 31st, 2021)
SUPERVISOR: Kit Laux, Office of Sponsored Programs Director
PAY RATE: \$12.00 per hour
STATUS: Temporary Part-time

SUMMARY: The Ojibwemowin Apprentice Assistant will develop the experience with utilizing Ojibwemowin and culture into Early learning programs.

RESPONSIBILITIES:

- Assist the incorporation and assessment of Ojibwemowin in Migiizinsag and KBOCC Daycare classrooms
- Assist with clerical and administrative support tasks including, but not limited to, file maintenance, data recording, and special projects that relate to Ojibwemowin and culture
- Help in creating and managing inventory used to integrate Ojibwa language and culture
- Assist in preparing or creating flyers, brochures, and website with updated information or cultural events
- Assist with family literacy projects
- Tutoring
- Other grant specific duties as assigned

QUALIFICATIONS:

- Currently enrolled at KBOCC in the Anishinaabe Studies, Liberal Studies, or Early Childhood Education programs
- Some experience using Ojibwemowin in a social setting
- Must enjoy working with young children
- Completion of one Native American Awareness course, OS110
- Ability to manage time and priorities carefully and efficiently
- Proficiency in the use of standard office machines including computer, fax, copier, phone/voice mail system, etc.
- Ability to maintain confidentiality
- Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment physical, pre-employment drug testing and negative TB test, DHS Clearance.
- Possesses minimum standards of character: Must not have been found guilty of, or entered a plea of nolo contendere or guilty to any felonies offense or 2 or more misdemeanor offenses involving (under federal, state, or tribal law; violations from other states will be interpreted according to the Michigan Penal Code):

Crimes of violence
Sexual assault
Molestation

Exploitation
Contact with or prostitution
Crimes against persons
Offenses committed against children
Child abuse or neglect

This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are similar kind or level difficulty.

CLOSING DATE: Open until filled

INDIAN PREFERENCE:

Preference will be given to qualified individuals of Native American Descent.

VETERAN PREFERENCE:

Preference will be given to veterans (need DD214).

APPLICATION PROCEDURE:

Submit an application, resume and transcripts to:

Human Resources
Keweenaw Bay Ojibwa Community College
P.O. Box 519
Baraga, MI 49908
Or email HR@kbocc.edu with all documentation