

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  
Fax: (906) 524-8106

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*"Catch Your Dream Through a Superior Education"*

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## **JOB DESCRIPTION**

**POSITION:** Administrative Assistant

**LOCATION:** Keweenaw Bay Ojibwa Community College  
770 N. Main St.  
L'Anse, MI. 49946

**SALARY:** Grade 10 (min \$16.28 depending on experience)

**SUPERVISORY CONTROL:** KBOCC President

### **SUMMARY:**

Seeking an Administrative Assistant with outstanding people skills to assist the President with the day-to-day operations of KBOCC.

### **QUALIFICATIONS:**

- Associate degree preferred or a combination of education and experience working in an administrative support environment.
- Experience with general office support required.
- Must have knowledge of administrative and clerical procedures and systems such as Microsoft Word, Excel, publisher, managing files and records, designing forms, and other office procedures and terminology.
- Must have excellent written and oral communication skills.
- Must have good planning and organizational skills, be able to work independently, take directions, and pay attention to detail.
- Must possess a valid and unrestricted state driver's license.

### **DUTIES & RESPONSIBILITIES:**

- Provide overall administrative support functions to the President.
- Perform general tasks, including filing, handling mail and faxes, cash management, writing memoranda and letters, etc.
- Prepare and maintain records and correspondence for all administrative components of the College including the Board of Regents.
- Assist with the preparation of the agenda, motions, and any other matters related to the Board of Regents, and other staff meetings.
- Take minutes at all Board of Regents and staff meetings.
- Facilitate and organize room reservation requests from outside vendors.

- Manage the scheduling and preparation of travel plans, appointments, and other official activities for all personnel.
- Assist with special projects and events as needed and assigned by the President.
- Other duties as assigned.

**PRE-EMPLOYMENT TEST:**

Employment is contingent upon the satisfactory result of a Security Background Check, DHS Clearance, pre-employment drug testing and pre-employment physical.

Minimum standards of character: Must not have been found guilty of, or entered a plea of nolo contendere or guilty to, any felonious 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
Exploitation	Contact with or prostitution
Crimes against persons	Offenses committed against children
Child abuse or neglect	Molestation

**INDIAN PREFERENCE:**

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

**VETERAN PREFERENCE:**

Preference will be given to veterans (need DD214).

**Closing Date:** until filled

*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 of similar kind or level difficulty.*

**APPLICATION PROCEDURE: Submit an official KBOCC application, cover letter, resume, three current letters of reference, and your certifications/official transcripts to:**

KBOCC Human Resource Department  
 Attn: Matthew Cotter  
 770 N Main St  
 L'Anse, MI 49946

Or by email: [mcotter@kbocc.edu](mailto:mcotter@kbocc.edu)

Official KBOCC applications can be found on our website: <http://kbocc.edu/employment>