

**Wabanung Campus**  
770 N. Main St  
L'Anse, MI 49946  
Phone: (906) 524-8400  
Fax: (906) 524-8106



**Arts & Agriculture Center**  
15211 Pelkie Rd  
Pelkie, MI 49958  
Phone: (906) 524-8400  
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***KBOCC Mission Statement:*** *Formed out of our American Indian identity, the mission of the Keweenaw Bay Ojibwa Community College is to provide post-secondary education rich in Ojibwa culture, tradition, and beliefs that supports lifelong learning.*

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## **JOB DESCRIPTION**

**POSITION:** Administrative Assistant

**DEPARTMENT:** Student Services

**SUPERVISORY CONTROL:** Dean of Student Services

**SALARY:** Grade 10 (\$15.36 to \$23.05 per hour)

### **SUMMARY:**

The Student Services Administrative Assistant provides administrative support to the student services department, ensuring smooth and efficient operations. This role involves cross training in student services functions, assisting with event planning, and serving as a point of contact for students, staff, and faculty. The ideal candidate will be organized, detail-oriented, and able to handle multiple tasks in a fast-paced environment.

### **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.
- 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
  - Molestation
  - Contact with or prostitution
  - Offenses committed against children
  - Sexual Assault
  - Exploitation
  - Crimes against persons
  - Child abuse or neglect

## **DUTIES AND RESPONSIBILITIES:**

- Provide overall administrative support functions to the Student Services Department and occasionally the President.
- Perform general tasks, including phone calls, filing, handling mail and faxes, cash management, writing memoranda and letters, etc.
- Assist in the preparation of reports, presentations, and other documentation related to student services.
- Collaborate with other departments to ensure student needs are met effectively.
- Prepare and maintain records and correspondence for all administrative components of the departments.
- Running errands as needed.
- Manage and maintain accurate records of student interactions, services provided, and event attendance.
- Provide information and guidance to students on various student services, including registration, counseling, financial aid, and other resources.
- Ordering supplies.
- Performs data entry, tracking and reporting critical to grant funding program.
- Assist with special projects and events as needed and assigned by the Deans.
- Administers, assists, and proctors student assessment tests as needed.
- Cross-train in other areas of Student Services.
- Performs all other duties and responsibilities as assigned or directed by the supervisor.

## **PRE-EMPLOYMENT TESTS:**

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

## **INDIAN PREFERENCE:**

Preference is given to qualified individuals of American Indian descent.

## **VETERAN PREFERENCE:**

Preference is given to qualified veterans (need DD214).

**DEADLINE TO APPLY:** Open 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 references, and your certifications/official transcripts to:

KBOCC Human Resource Office  
770 N. Main St, L'Anse, MI 49946  
OR email [hr@kbocc.edu](mailto:hr@kbocc.edu) with all documentation

Official KBOCC applications can be found on our website:

<http://www.kbocc.edu/employment/>