

Wabanung Campus
770 N. Main St
L'Anse, MI 49946
Phone: (906) 524-8400
(906) 524-8420



Arts & Agriculture Center
15211 Pelkie Rd
Pelkie, MI 49958
Phone: (906) 524-8903 Fax:
Fax: (906) 524-8420

KBOCC Mission Statement: *As a tribal land grant institution, Keweenaw Bay Ojibwa Community College supports and uplifts all learners to achieve their goals through holistic education, while promoting Anishinaabe culture, language, and lifeways.*

Sponsored Programs

Administrative Assistant

1 Full-time, non-exempt position

All REQUIRED DOCUMENTATION MUST BE SUBMITTED BY THE CLOSING DATE OR THE APPLICATION WILL NOT BE CONSIDERED FOR EMPLOYMENT

- ☐ Complete Keweenaw Bay Ojibwa Community College Application
- ☐ Copy of High School Diploma, GED, or High School Certification of Completion
- ☐ Three Letters of Recommendation
- ☐ Copy of Unofficial College transcripts
- ☐ Copy of Driver's License
- ☐ If you are American Indian, you must attach a copy of tribal enrollment or proof of descendency
- ☐ If you are a Veteran, you must attach a copy of your DD21

KBOCC Human Resource Office
770 N. Main St, L'Anse, MI 49946
Phone: 906-524-8402
OR email hr@kbocc.edu with all documentation

Official KBOCC applications on our website:
<http://www.kbocc.edu/employment/>

Internal posting closes 6/27/2025 @ 4:00p.m.

Keweenaw Bay Ojibwa Community College does not discriminate based on race, color, national origin, sex, religion, or age in employment. However, Individuals of Indian Ancestry and Veterans will be given preference by law.

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JOB DESCRIPTION

POSITION: Sponsored Programs Administrative Assistant (Full-time)

LOCATION: Keweenaw Bay Ojibwa Community College

SUPERVISORY CONTROL: Office of Sponsored Programs Director

SALARY: Grade 10

DEADLINE: Internal June 27, 2025, by 4:00 p.m.

SUMMARY:

The Sponsored Programs/Accounting Assistant is responsible for performing general grant assistance and accounting functions. Maintain all grant and accounting file systems, acquires and provides data for reporting, as well as maintaining a calendar of reporting schedules.

QUALIFICATIONS:

- Associate's degree in business or related field.
- Must be able to lift 50 lbs., ability to bend and able to stand for long periods of time.
- Must maintain strict confidentiality.
- Must be able to work with minimal supervision.
- Ability to perform filing and record keeping tasks.
- Type accurately, prepare and maintain documents and records.
- Problem-solving ability.
- Highly organized and efficient in time management.
- Adequate physical condition to be able to lift and carry books, shelves, and boxes.
- Must possess excellent interpersonal and communication skills.
- Valid Michigan Driver's license, good driving record, reliable vehicle, and vehicle insurance.
- 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

DUTIES:

- Compile reports/summaries on grant activities.
- Digital and hard copy grant file maintenance
- Provide clerical support to the Office of Sponsored Programs Director • Perform research for funding needs and opportunities
- Assists with grant budget and spending analysis.
- Conducts research, compiles data, and prepares basic reports.
- Generate emails, invoices and other correspondence when appropriate.
- Produce and email scheduled reports by assigned deadlines.
- Ensures required approvals are acquired for grant documents.
- Maintain good working relationships with co-workers, students, and management.
- Occasional accounting department assistance as assigned.
- Research and identify potential grant opportunities aligned with institutional priorities and program needs.
- Contact vendors regarding invoicing issues, discrepancies, and documentation requests to ensure timely processing and resolution.
- Track incoming and outgoing invoices for grant-funded purchases and services, assisting with documentation and approvals as needed.
- Assist in preparing supporting documentation for grant audits and financial reconciliations.
- Maintain a list of open grant opportunities and track deadlines for submission or renewal.
- Coordinate with departments and faculty to collect information for grant applications and reports when needed.
- Perform other duties as assigned by the supervisor.

RESPONSIBILITIES:

- Responsible for overall file management of grant records, digital and paper records
- Responsible for data entry of grant proposals/awards.
- Responsible for filing and record keeping for the Office of Sponsored Programs.
- Responsible for file and data retrieval for reporting and the annual audit.
- Adheres to grant guidelines from submission to grant end.
- Responsible for ensuring communication with vendors regarding invoice-related issues is prompt and professional.
- Responsible for maintaining a database or tracking system of grant opportunities and funding deadlines.
- Responsible for assisting with invoice verification for accuracy and alignment with grant budgets and deliverables.

PRE-EMPLOYMENT TEST:

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

INDIAN PREFERENCE:

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

VETERAN PREFERENCE:

Preference will be given to veterans (need DD214).

DEADLINE TO APPLY: Internal Posting 6/27/2025 by 4:00 p.m.

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

Keweenaw Bay Ojibwa Community College
Attn: Human Resources
770 N. Main St.
L'Anse, MI 49946

Or email to: hr@kbocc.com

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

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.