

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



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

Learning Resource Specialist

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
- ☐ Copy of Unofficial College transcripts
- ☐ Three Letters of Recommendation
- ☐ 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/>

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.

Wabanung Campus
770 N. Main St
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Fax: (906) 524-8106



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JOB DESCRIPTION

POSITION: Learning Resource Specialist

DEPARTMENT: Student Services

LOCATION: KBOCC Wabanung Campus
770 N. Main St, L'Anse, MI 49946

SUPERVISORY CONTROL: Dean of Student Services

SALARY: Grade 10

SUMMARY:

The Learning Resource Specialist provides frontline support for student academic success by overseeing basic library functions, managing the KBOCC Bookstore (including textbooks and apparel), and offering in-person tutoring services in core subjects such as math, composition, and other general education areas as needed. This position does not require a library science background, and on-the-job training will be provided. The focus is on providing accessible, helpful, and student-friendly resource support services.

QUALIFICATIONS:

- Associate's degree required. Bachelor's degree preferred.
- Experience in providing academic tutoring or working with students in a learning support role is required.
- Strong organizational skills and attention to detail.
- Basic computer skills required (Microsoft Office, email, internet).
- Effective communication and interpersonal skills.
- Ability to work independently and manage multiple responsibilities.
- Must be able to lift to 50 lbs. and push loaded carts up to 75 lbs. Ability to lift 50 lbs., bend, and stand for extended periods of time.
- 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
 - Exploitation
 - Offenses committed against children
 - Crimes against persons
 - Molestation
 - Child abuse or neglect
 - Contact with or prostitution

PRIMARY DUTIES AND RESPONSIBILITIES:

- Provide basic library services including checking books in/out, shelving, and maintaining organization.
- Assist students, faculty, and staff with locating materials and using online resources.
- Maintain a welcoming and supportive environment in the library space.
- Oversee daily bookstore operations, including textbook ordering and sales, apparel inventory, pricing, and restocking.
- Track and manage bookstore inventory and coordinate with vendors as needed.
- Provide in-person tutoring in subjects such as math, composition, and general education areas.
- Coordinate tutoring sessions and maintain a consistent tutoring schedule.
- Promote tutoring and bookstore services to increase student engagement.
- Provide support for occasional library or bookstore programming or student events.
- Participate in staff development and training as needed.
- Maintain accurate records of resource usage, inventory, and tutoring interactions.
- Other duties assigned to support student academic success and resource access.

WORK ENVIRONMENT & SCHEDULE:

- Operates primarily in a library and bookstore setting within a college campus environment.
- Involves frequent interaction with students, faculty, and staff in person, by email, and by phone.
- Student-focused and service-oriented work environment.
- Requires independent tasks, multitasking, and responsiveness to academic and inventory needs.
- Physical activity may include lifting, bending, and standing to manage books, supplies, and apparel.
- May require a flexible schedule, including occasional evenings or weekends for student availability or events.
- Collaborative and mission-driven team culture.
- Strong emphasis on supporting student success and honoring community values.

EMPLOYMENT BENEFITS:

- Paid Time Off: Minimum of 4 hours sick and annual leave per pay period.
- Employee Assistance Program (EAP): Free and confidential services for employees and their families.
- Professional Development: Access to training and continuing education.
- Work-Life Balance: Supportive workplace policies and flexible scheduling.
- Free daily lunch provided at the campus café.
- Free access to fitness center.

PRE-EMPLOYMENT REQUIREMENTS:

Employment is contingent upon:

- Satisfactory background check
- Pre-employment drug screening
- Pre-employment physical examination

CLOSING DATE: July 30, 2025 @ 4:00 p.m. (internal only until July 23, 2025)

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.

NATIVE AMERICAN PREFERENCE: Preference will be given to qualified applicants.
according to policy.

VETERAN PREFERENCE: Preference will be given to qualified Veterans (need DD214)

Submit an official KBOCC application, cover letter, resume, certification/transcripts, and three current reference letters to:

**Human Resources
Keweenaw Bay Ojibwa Community College
770 N. Main Street
L'Anse, MI 49946
or email: hr@kbocc.edu**