

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.*

Executive Director of Campus Operations

1 Full-time, Exempt

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
- ☐ Three Current Letters of Recommendation
- ☐ Resume
- ☐ Cover Letter
- ☐ Copy of Unofficial College transcripts
- ☐ Copy of Driver's License
- ☐ If you are Native American/Indigenous, 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.

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JOB DESCRIPTION

POSITION: Executive Director of Campus Operations (full-time)

LOCATION: Keweenaw Bay Ojibwa Community College

SUPERVISORY CONTROL: President

SALARY: Grade 15 (\$29.00-\$42.74 per hour/commensurate based on experience)

DEADLINE: Internal posting closes February 5, 2026, at 4:30 p.m.

External recruitment will begin February 6, 2026, and remain open until filled.

SUMMARY:

The Executive Director of Campus Operations provides strategic leadership and supervisory oversight of day-to-day campus operations related to human resource management, accounting/finance/grant management, facilities/maintenance, and institutional effectiveness. Working collaboratively with executive leadership, this role is responsible for integrating operational planning, policy development, compliance, and continuous improvement across all assigned areas, with the mission and the safety and wellbeing of students leading this work. Key responsibilities include ensuring fiscal integrity and accountability, maintaining regulatory and accreditation compliance, strengthening institutional data and effectiveness practices, managing grants and sponsored programs, and ensuring safe, well-maintained facilities. The Executive Director plays a critical role in advancing the College's mission, strategic goals, and commitment to serving the college, the Tribal community, and the greater community. The Executive Director serves as a key member of the President's leadership team and works collaboratively with academic affairs, student services, and community programs.

QUALIFICATIONS:

- Master's degree in Business Administration, Public Administration, Higher Education, or a related field.

OR

- Bachelor's degree in Business Administration, Public Administration, Higher Education, Finance, Human Resources, or related field. Minimum of five (5) years of progressively responsible leadership experience. Experience with financial oversight preferred.

- Knowledge of applicable Tribal, State, and Federal regulations, including employment law, financial compliance, and grant administration.
- Experience with budget development, finance oversight, and project management.
- Demonstrated knowledge of facilities operations, safety regulations, and budget management.
- Strong leadership, organizational, interpersonal and communication skills.
- Must be physically able to operate a computer, office equipment, telephone, etc.
- Experience managing capital projects and vendor contracts.
- Experience in preparing forms and reports using prescribed formats.
- Ability to always maintain confidentiality.
- Ability to apply principles of logical thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.
- Valid Michigan Driver's license, good driving record, reliable vehicle, and vehicle insurance.
- Possesses 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 two or more misdemeanor offenses (under Federal, State, or Tribal law; violations from other states will be interpreted according to the Michigan Penal Code) involving the following:

Crimes of violence	Sexual Assault
Molestation	Exploitation
Contact with or prostitution	Crimes against people
Offenses committed against children	Child abuse or neglect

DUTIES and RESPONSIBILITIES:

- Provide executive-level leadership and supervisory oversight for campus operational units: Human Resources, Accounting/Finance, Sponsored Programs, Facilities and Maintenance, Enrollment Management & Institutional Effectiveness.
- Develop, implement, and evaluate operational policies, procedures, and internal controls to ensure safety, efficiency, accountability, and compliance.
- Serve as a member of the College's senior leadership team, contributing to strategic planning and institution-wide decision making.
- Assume delegated campus-wide operational oversight and decision-making authority in the absence of the President.
- Collaborate with leadership to develop and monitor annual budgets and long-term financial plans.
- Ensure fiscal responsibility, transparency, and compliance with applicable financial regulations and funding requirements.
- Coordinate with program directors to support grant development, implementation, compliance and sustainability.
- Lead institutional effectiveness efforts, including data collection, assessment, reporting, and continuous improvement.
- Support accreditation processes, program reviews, and compliance reporting.

- Monitor grant budgets, timelines, and performance outcomes.
- Lead capital improvement projects and provide oversight of daily campus facilities and maintenance.
- Provide oversight to ensure campus safety and security.
- Provide oversight and serve as executive point of contact regarding human resources, benefits, and insurance related matters.
- Supervise, mentor, and evaluate department directors and managers; foster a culture of collaboration, professionalism, and continuous improvement.
- Work closely with academic leadership, student services, and administrative departments to support institutional needs.
- Serve as a liaison to Tribal leadership, community partners, and external contractors when necessary.
- Communicate operational updates clearly to employees and stakeholders.
- Participate in college and community events as appropriate.

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/ Indigenous descent.

VETERAN PREFERENCE:

Preference will be given to veterans (need DD214).

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, and all documentation required on the cover page of job description to:

Human Resources
Keweenaw Bay Ojibwa Community College
770 N. Main Street L'Anse, MI 49946
OR
email hr@kbocc.edu with all documentation.

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