

**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.

**Human Resources Director**  
**1 Full-time, non-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](mailto: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  
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.

## **JOB DESCRIPTION**

**POSITION:** Human Resources Director (Full-Time)

**LOCATION:** Keweenaw Bay Ojibwa Community College

**SUPERVISORY CONTROL:** KBOCC President

**SALARY:** Grade 13: \$23.30 to \$34.80 (commensurate with experience)

### **SUMMARY:**

KBOCC is seeking an experienced Human Resources Director with outstanding people skills to lead the College's personnel functions. This role ensures that HR programs are effective, efficient, and aligned to the College's mission, while also ensuring compliance, completing accurate reporting, and managing a secure employee record system to maintain a safe and supportive environment for employees and students.

### **QUALIFICATIONS:**

- Master's degree in Business Administration or related field preferred.

#### **OR**

- Bachelor's degree with HR emphasis plus three years' HR experience (including one year in management considered).
- Specialized training in employment law, professional and organizational development, employee relations and/or benefits coordination.
- Familiarity with state, federal, and Tribal regulations regarding employment and campus safety (Clery Act, Title IX, ADA, Tribal codes).
- Valid driver's license, reliable transportation, and insurance required.
- Strong analytical, communication, and interpersonal skills.
- Must maintain strict confidentiality.
- 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:**

- Lead HR operations, which include but are not limited to recruitment, compensation and benefits coordination, training, performance management, and employee relations.
- Develop, implement, and maintain HR policies, procedures, and employee handbook.
- Manage departmental budget; monitor legislative and regulatory changes impacting HR practices.
- Coordinate thorough on and off boarding of employees.
- Maintain accurate personnel records and HRIS data; compile reports as needed.
- Ensure pre-employment requirements (physicals, drug screens, background checks, reference checks) are completed.
- Provide orientation, in-service training, and guidance to staff and faculty.
- Support supervisors in employee counseling, conflict resolution and performance plan development using culturally aligned practices.
- Represent KBOCC in personnel-related hearings and investigations.
- Serve as Deputy Title IX Director and ensure compliance with Title IX, Clery Act, ADA, and Tribal safety requirements.
- Support campus safety initiatives (i.e. Emergency Response Plan); coordinate relevant training with faculty, staff, and students.
- Maintain confidential incident reporting systems for employees and students.
- Lead investigations into misconduct, harassment, or discrimination complaints.
- Implement and update compensation programs as approved by the Board of Regents, conduct salary surveys and support reclassification.
- Monitor performance evaluation processes and provide guidance as necessary.
- Ensure compliance with §107(C) of the TERO and collaborate with the TERO Office.
- Serve as point of contact for all third-party vendors and representatives relevant to insurance, benefit plans, etc.
- Manage workers' compensation and unemployment insurance matters.
- Be available for urgent personnel or safety matters outside of normal working hours as needed.
- Perform other duties as assigned by the President.
- Perform other duties as assigned by the supervisor.

#### **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).

**DEADLINE TO APPLY:** Internal posting closes February 4, 2026, at 4:30 p.m.

External recruitment will begin February 5, 2026, and remain 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, 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](mailto:hr@kbocc.edu) with all documentation

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