

**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.

**Marketing Communications Coordinator**  
**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.**

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## **JOB DESCRIPTION**

**POSITION:** Marketing Communications Coordinator (full-time)

**LOCATION:** Keweenaw Bay Ojibwa Community College

**SUPERVISORY CONTROL:** President

**SALARY:** Grade 13

### **SUMMARY:**

The Marketing & Communications Coordinator is responsible for planning, developing, and executing marketing, communications, and public relations efforts for the College. This position supports student recruitment, community engagement, and institutional branding while honoring the mission, values, and culture of the Tribal community the College serves. The coordinator works collaboratively with academic departments, student services, and external partners to ensure consistent and culturally respectful messaging.

### **QUALIFICATIONS:**

- Associates degree in Marketing, Communications, Public Relations, or related field with 5 years of experience.

### **OR**

- Bachelor's degree in Marketing, Public Relations or related field Office Administration, Management, or related field with years three of administrative support experience.
- Experience working in higher education, Tribal organizations, or nonprofit environment, preferred.
- Strong written and verbal communication skills.
- High proficiency in Microsoft Office Suite (Word, Excel, outlook, and PowerPoint) virtual meeting platforms and general office technology.
- Demonstrated organizational and time-management skills with the ability to manage multiple priorities and deadlines.
- Graphic design experience (Canva, Adobe, or similar tools).
- Must possess excellent interpersonal and communication skills.
- 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:**

- Draft, edit, and distribute internal and external communications, including announcements, newsletters, and press releases.
- Serve as a point of contact for media inquiries in coordination with college leadership.
- Ensure consistent branding and messaging across all platforms.
- Serve as a liaison between campus programs/departments to ensure implementation of targeted, focused and impactful outreach methods.
- Maintain editorial calendars and communication timelines.
- Provide research support and technical writing support for campus- based projects, assessments, and studies.
- Assist in creating and implementing outreach and engagement strategies when recruiting potential students and engaging alumni.
- Design or coordinate design of graphics, signage, and digital assets.
- Maintain website and other social media platforms and digital media accounts.
- Develop and implement marketing strategies to support student recruitment, retention, and community awareness.
- Assist with special projects and events as assigned.
- Create promotional materials including brochures, flyers, ads, and digital content.
- Coordinate outreach campaigns for academic programs, workforce training, and special initiatives.
- Support recruitment events, campus tours, open houses, and community events.
- 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 January 20, 2026, at 4:30 p.m.

External recruitment will begin January 21, 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/>