

Wabanung Campus
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L'Anse, MI 49946
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Arts & Agriculture Center
15211 Pelkie Rd
Pelkie, MI 49958
Phone: (906) 524-8903
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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: Administrative Assistant

DEPARTMENT: Student Services

SUPERVISORY CONTROL: Dean of Student Services

SALARY: Grade 10 (\$16.28 to \$24.43 per hour)

SUMMARY:

The Student Services Administrative Assistant provides comprehensive administrative, operational, and wellness program coordination support for the Student Services Department. This position is cross-trained across student services functions, serves as a primary point of contact for students, and supports the daily operations of student services, basic needs initiatives, wellness programming, and grant-related activities. The ideal candidate is highly organized, detail-oriented, and able to manage multiple priorities in a fast-paced environment.

QUALIFICATIONS:

- Associate degree preferred or a combination of education and experience working in an administrative support environment.
- Experience with general office support required.
- Must have knowledge of administrative and clerical procedures and systems such as Microsoft Word, Excel, publisher, managing files and records, designing forms, and other office procedures and terminology.
- Must have excellent written and oral communication skills.
- Must have good planning and organizational skills, be able to work independently, take directions, and pay attention to detail.
- Must possess a valid and unrestricted state driver's license.
- 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 persons

DUTIES AND RESPONSIBILITIES:

- Provide comprehensive administrative and operational support to the Student Services Department
- Serve as a primary point of contact for students, staff, faculty, and community members
- Perform general office functions, including records management, correspondence, data entry, and supply ordering
- Support student services operations through cross-training in multiple functional areas
- Assist with reporting, tracking, and documentation related to Student Services and grant-funded programs
- Support student engagement, retention, and basic needs initiatives
- Coordinate campus wellness programming and activities
- Maintain wellness calendars, participation records, and related documentation
- Collaborate with campus partners, and other departments to support holistic student success
- Performs all other duties and responsibilities as assigned or directed by the supervisor to support departmental and institutional priorities.

PRE-EMPLOYMENT TESTS: 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 is given to qualified veterans (need DD214).

DEADLINE TO APPLY: Internal only posting available until January 16, 2026. Closing date January 23, 2026 or 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, cover letter, resume, three current letters of references, and your certifications/official transcripts to:

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

Official KBOCC applications can be found on our website:

<http://www.kbocc.edu/employment/>