

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.*

Nursing Program Administrative Assistant
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 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: Administrative Assistant

DEPARTMENT: Nursing Program

SUPERVISORY CONTROL: Nursing Department Chair

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

SUMMARY:

The Nursing Program Administrative Assistant provides comprehensive administrative and operational support for the Nursing Program and Certified Nursing Assistant (CNA) Training Programs at Keweenaw Bay Ojibwa Community College. This position assists faculty, students, and program leadership with the coordination of nursing and CNA program activities, including admissions processes, clinical placements, program documentation, regulatory compliance support, and day-to-day program operations.

The Administrative Assistant serves as a primary point of contact for nursing and CNA students, faculty, healthcare partners, and community members. The ideal candidate is highly organized, detail-oriented, able to manage confidential information, and capable of coordinating multiple priorities in a fast-paced academic and healthcare training environment.

QUALIFICATIONS:

- Associate degree preferred or a combination of education and experience working in an administrative support environment.
- Experience with general office support required; experience in healthcare, education, or training environments preferred.
- 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.
- Ability to maintain confidentiality of student, clinical, and program records.
- 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 |
| Offenses committed against children | Child abuse or neglect |

DUTIES AND RESPONSIBILITIES:

- Provide comprehensive administrative and operational support to the Nursing Program and CNA Training Programs.
- Assist with student admissions processes, application tracking, and documentation for nursing and CNA programs.
- Maintain program records including student files, clinical documentation, compliance records, and program databases.
- Assist with coordination of clinical placements, clinical documentation requirements, and communication with healthcare partners.
- Support faculty with course preparation, scheduling, and coordination of nursing program activities.
- Assist with maintaining accreditation, regulatory, and program compliance documentation.
- Coordinate logistics for the programs including scheduling, materials preparation, and student communication.
- Perform general office functions including records management, correspondence, data entry, purchasing, and supply ordering.
- Assist with data tracking and reporting related to program outcomes, accreditation requirements, and grant-funded initiatives.
- Support nursing program recruitment, outreach, and informational events.
- Maintain calendars, schedules, and documentation related to program operations.
- Collaborate with campus departments to support student success and program effectiveness.
- 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 February 12, 2026. Closing date March 27, 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

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