

Wabanung Campus
770 N. Main St
L'Anse, MI 49946
Phone: (906) 524-8400
(906) 524-8420



Arts & Agriculture Center
15211 Pelkie Rd
Pelkie, MI 49958
Phone: (906) 524-8903 Fax:
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.*

Position: Land Grant Director

**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: Land Grant Director (Full-time)

DEPARTMENT: Land Grant

SUPERVISORY CONTROL: Executive Director of Community Programs

SALARY: Grade 14 (\$25.64 – \$38.46 per hour)

SUMMARY: The Land Grant Director will be responsible for the implementation, development, administration, reporting and planning activities that strengthen the Land Grant Program at the Keweenaw Bay Ojibwa Community College. The Director will ensure that the goals and objectives of all programming are successfully met while supporting the mission of the College and providing life-long learning opportunities to college students and community members. The Land Grant Director will collaborate with the Community Programs unit and community partners to support educational outreach, applied learning opportunities, and community engagement initiatives.

QUALIFICATIONS:

- Bachelor's degree from an accredited college or university in a field related to food, science or agriculture or related field is required, including one or more years of administration.
- Experience with program planning, implementation, evaluation, budget management, and external funding administration.
- Grant writing experience and management preferred.
- Ability to prioritize and manage multiple concurrent projects, deadlines, reports, and program activities.
- Proficiency with Microsoft Office and general computer applications.

Must possess:

- Strict confidentiality.
- Excellent communication, interpersonal, and problem-solving skills.
- Excellent leadership and managerial skills.
- Valid Michigan driver's license, insurable driving record, and ability to operate College vehicles and equipment safely.
- Ability to lift up to 50 lbs., work in confined spaces, climb ladders, and perform physically demanding tasks as needed.
- Employment is contingent upon background checks, drug screening, and physical.

- 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	Contact with or prostitution
Sexual Assault	Crimes against persons
Molestation	Offenses committed against children
Exploitation	Child abuse or neglect

DUTIES AND RESPONSIBILITIES

- Direct and manage the daily operations for the Land Grant Program, which includes planning, coordinating, administering, and evaluating programs, projects, processes, procedures, systems, and standards.
- Provide administrative support for USDA NIFA grants and other externally funded initiatives.
- Develop and support educational programming, workshops, community education opportunities, and continuing education activities related to food systems, agriculture, sustainability, wellness, and environmental stewardship.
- Support departmental alignment with College goals, objectives, and strategic initiatives.
- Write and develop grant proposals, continuations, responses, and reports.
- Coordinate grant activities, program objectives, and assigned project resources.
- Network with peer institutions to remain informed of evolving best practices and opportunities for collaboration.
- Develop Land Grant outreach efforts and website content.
- Support initiatives related to food systems, agriculture, environmental stewardship, wellness, Indigenous knowledge, and community education.
- Represent the Land Grant Department at meetings, conferences, and trainings, including participation at the First Americans Land-Grant Consortium (FALCON) Annual Conference as needed.
- Supervise Land Grant staff and daily operations at the Arts & Agriculture Center
- Assist with development and maintenance of departmental action plans, assessments, and reporting documents that align with the KBOCC Strategic Plan.
- Implement grant requirements as necessary.
- Coordinate staffing, budget planning, and resource management for Land Grant program areas.
- Participate in Community Programs unit meetings, planning activities, and collaborative initiatives as requested.
- Submit reports to supervisor as needed.
- Other duties as assigned.

PRE-EMPLOYMENT TESTS: Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment drug testing and 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 posting open through May 25, 2026. External applications will be accepted through June 1, 2026, or until the position is 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 reference, and your certifications/official transcripts to:

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OR email hr@kbocc.edu with all documentation
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