

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: Information Technology & Risk Management Coordinator

Full-Time, 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: Information Technology & Risk Management Coordinator (Full-Time, Exempt)
DEPARTMENT: Campus Operations
SUPERVISORY CONTROL: Executive Director of Campus Operations
(with functional coordination with Administration for campus-wide safety activities)
SALARY: Grade 12 (\$21.09-31.64)
LOCATION: KBOCC Wabanung Campus

SUMMARY: The Information Technology & Risk Management Coordinator is responsible for the administration, security, maintenance, and strategic oversight of the College's information technology systems, technology resources, institutional safety programs, security initiatives, emergency preparedness efforts, compliance activities, and risk management functions.

This position serves as the primary point of contact for technology operations and institutional risk management across all College divisions. The Coordinator works collaboratively with faculty, staff, students, contractors, vendors, and external agencies to ensure reliable technology services, secure information systems, regulatory compliance, and a safe learning and working environment. The position also provides leadership in cybersecurity, data governance, FERPA compliance, emergency planning, and institutional risk mitigation.

MINIMUM QUALIFICATIONS:

- Associate's Degree in Information Technology, Computer Science, Cybersecurity, Business Administration, Risk Management, or related field required; Bachelor's degree preferred.
- Minimum three (3) years of experience in information technology administration, systems management, network support, safety management, risk management, or related fields.
- Experience working with Student Information Systems (SIS), Learning Management Systems (LMS), website administration, user account management, and technology procurement preferred; Knowledge of Jenzabar and Canvas preferred.
- Knowledge of cybersecurity principles, data governance, identity and access management, software licensing, and technology asset management.
- Knowledge of FERPA, OSHA, Clery Act requirements, emergency preparedness, workplace safety, and higher education compliance standards preferred.
- Strong organizational, communication, and problem-solving skills.

- Ability to manage multiple priorities and maintain confidentiality.
- Valid driver's license and ability to travel between College locations.
- Must maintain good attendance and the ability to work independently and as part of a team.
- 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

ESSENTIAL DUTIES AND RESPONSIBILITIES

INFORMATION TECHNOLOGY

- Serve as the primary liaison between KBOCC and REMC-1, coordinating technology support requests, projects, network services, cybersecurity initiatives, and vendor communications.
- Serve as Canvas Learning Management System Administrator, including user account management, permissions, integrations, troubleshooting, and support.
- Serve as Jenzabar Student Information System Administrator and primary institutional point of contact.
- Coordinate implementation, maintenance, testing, integration, troubleshooting, upgrades, and user support for institutional technology systems.
- Coordinate onboarding and offboarding processes, including technology equipment deployment, software access, user accounts, permissions, and security controls.
- Manage software licensing, subscriptions, renewals, compliance requirements, technology inventories, and related records.
- Coordinate procurement, deployment, maintenance, replacement, inventory management, and disposal of technology equipment and related assets.
- Manage classroom, conference room, instructional, and other shared technology resources to support academic and operational needs.
- Assist Marketing and Communications with website maintenance, technical updates, accessibility compliance, and related technical support.
- Develop, maintain, and document technology policies, procedures, standards, and best practices.
- Coordinate cybersecurity awareness training and promote information security best practices for faculty, staff, and students.
- Monitor technology, cybersecurity, and data-related risks and recommend improvements to security, reliability, efficiency, and operational effectiveness.
- Coordinate FERPA compliance related to information systems, student records access, and data security practices.
- Support institutional data governance initiatives, including data integrity, access management, privacy, retention, and regulatory compliance.

- Develop standardized procurement processes with technology budgeting, lifecycle planning, replacement schedules, and long-range technology planning.
- Coordinate disaster recovery and technology business continuity planning in collaboration with institutional leadership.

RISK MANAGEMENT, SAFETY, AND SECURITY

- Coordinate college-wide safety, security, emergency preparedness, and risk management activities.
- Serve as the Safety Coordinator and maintain compliance with applicable federal, state, tribal, and institutional safety requirements.
- Coordinate campus safety inspections, audits, corrective action plans, and workplace safety programs.
- Maintain and update emergency operations plans, emergency response procedures, business continuity plans, and related training, drills, and exercises.
- Maintain safety records, incident reports, and risk management documentation; investigate and document accidents, injuries, security incidents, and near-miss events.
- Serve as a liaison with local emergency responders, tribal agencies, insurance providers, regulatory agencies, and other external partners regarding safety, security, emergency preparedness, and risk management matters.
- Coordinate oversight of security-related systems, including building access controls, surveillance systems, emergency notification systems, and related technologies.
- Support institutional data governance efforts by promoting data integrity, security, confidentiality, accessibility, and compliance with college policies and applicable regulations.
- Coordinate institutional compliance with Clery Act reporting requirements and collaborate with appropriate departments to collect, document, and maintain required records.
- Identify operational, technological, security, and safety risks and develop recommendations to reduce institutional liability and strengthen organizational resilience.
- Maintain physical and electronic key control systems, including key issuance documentation, logs, and audits in accordance with relevant policies and procedures.
- Perform all other duties as assigned.

WORK ENVIRONMENT:

This position regularly works in office, classroom, laboratory, and campus environments and may occasionally respond to emergencies, safety incidents, or technology outages outside normal business hours. Some evening and weekend work may be required.

PHYSICAL REQUIREMENTS:

- Ability to lift and move up to 50 pounds.
- Ability to install, transport, and maintain technology equipment.
- Ability to inspect facilities and access various campus locations.
- Ability to sit, stand, walk, bend, and use computers for extended periods.

PRE-EMPLOYMENT TEST: Employment is contingent upon the satisfactory result of a Security Background Check, preemployment 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 July 6, 2026. External recruitment will begin on July 7, 2026, and remains 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:

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