

Wabanung Campus
770 N. Main St
L'Anse, MI 49946
Phone: (906) 524-8400
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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: Student Internship
DEPARTMENT: Campus Operations/Administrative Wing (Accounting, Office of Sponsored Programs, Human Resources, etc.)
SUPERVISORY CONTROL: Human Resources Director
SALARY: \$15.00 per hour (up to 20 hours per week)

SUMMARY: The Keweenaw Bay Ojibwa Community College (KBOCC) is seeking a dependable and motivated student to provide administrative support to departments within the College's Administrative Wing. The Student Intern may assist Human Resources, Accounting, the Office of Sponsored Programs, and other administrative departments based on operational needs.

This position provides students with practical experience in office administration, records management, data entry, document preparation, professional communication, confidentiality, customer service, and other functions that support the day-to-day operations of the College.

The Student Intern will receive training and direction and will be expected to work professionally with faculty, staff, students, and visitors. Assignments may vary based on departmental needs and may provide exposure to multiple areas of higher education administration.

QUALIFICATIONS:

- Currently enrolled at KBOCC and maintaining satisfactory academic standing.
- Demonstrate dependability, punctuality, and the ability to complete assigned responsibilities.
- Possess basic computer skills, including word processing, spreadsheets, email, and other common office technology.
- Demonstrate attention to detail and the ability to follow written and verbal instructions.
- Demonstrate professional communication and workplace conduct.
- Ability to work independently and collaboratively with faculty, staff, and other students.
- Ability to maintain confidentiality when handling employee, student, financial, grant, and other sensitive information.
- Willingness to learn new software, systems, procedures, and administrative processes.
- Willingness to assist multiple departments and adjust assignments based on operational needs.
- Commitment to academic progress and professional development.

- Willingness to participate in required training and professional development activities.
- Previous administrative or office experience is helpful but not required. **Training will be provided.**
- 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:

Administrative Support

- Provide general administrative and clerical support to departments within the Administrative Wing, including Human Resources, Accounting, the Office of Sponsored Programs, and other departments as assigned.
- Perform routine tasks such as data entry, document preparation, scanning, copying, filing, mail distribution, and organization of electronic and physical records.
- Assist with preparing forms, correspondence, reports, spreadsheets, meeting materials, presentations, and other administrative documents.
- Assist with maintaining office supplies, informational materials, and other administrative resources.
- Provide professional and courteous assistance to faculty, staff, students, and visitors and direct questions to the appropriate department or staff member.

Department-Specific Support

- Human Resources: Assist with routine administrative functions such as organizing personnel records, onboarding materials, training documentation, recruitment materials, forms, and other HR projects as directed.
- Accounting: Assist with organizing financial documentation, invoices, payment records, purchasing information, data entry, and other routine accounting-related administrative tasks.
- Office of Sponsored Programs: Assist with organizing grant files, project documentation, forms, correspondence, data entry, and materials related to grant activities and reporting.
- Other Administrative Departments: Provide clerical, organizational, data entry, and project support as assigned based on departmental needs.

Records and Confidentiality

- Maintain accurate, organized, and accessible records in accordance with College procedures.
- Follow applicable College policies and procedures related to records management, confidentiality, information security, and document handling.
- Maintain strict confidentiality when handling employee, student, financial, grant, and other sensitive information.
- Refer confidential, sensitive, or matters requiring authorization to the appropriate supervisor or department.

Professional Responsibilities

- Complete required timesheets, activity logs, and other documentation associated with assigned responsibilities.
- Communicate with supervisors regarding assignments, questions, workload, and deadlines.
- Demonstrate professionalism, dependability, flexibility, and a willingness to learn.
- Participate in training and professional development opportunities related to assigned duties.
- Perform other duties as assigned that support the effective operation of KBOCC.

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: 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 Student Internship application, and all documentation required to:

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/>