

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: Federal Work-Study College Support Assistant
DEPARTMENT: Student Services
SUPERVISORY CONTROL: Financial Aid Director
SALARY: \$15.00 per hour (up to 20 hours per week)

SUMMARY: The College Support Assistant will provide general support throughout the college, helping students, visitors, and staff with daily activities. The student will float between assigned areas as needs change, including greeting visitors, helping students navigate the building, assisting in the library, and supporting events such as literacy night.

QUALIFICATIONS:

Federal Work-Study Eligibility - To be considered for this position, students must:

- Complete the FAFSA for the applicable academic year.
- Demonstrate financial need, as determined by the Financial Aid Office.
- Be enrolled in an eligible degree or certificate program at KBOCC.
- Maintain satisfactory academic progress under the college's financial aid policy.
- Meet applicable federal student aid eligibility requirements.
- Receive a Federal Work-Study award and approval from the Financial Aid Office before beginning work.
- Eligibility does not guarantee employment. Positions and awards depend on available funding. Students should contact the Financial Aid Office to confirm eligibility.
- Candidates should be dependable, approachable, organized, and comfortable assisting others and moving between assignments.
- 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
Contact with or
prostitution

Sexual Assault
Crimes against people

Molestation
Offenses committed
against children

Exploitation
Child abuse or neglect

DUTIES AND RESPONSIBILITIES:

- Greet students and visitors at the entrance and direct them to classrooms, offices, and services.
- Help students navigate the building and connect with appropriate staff.
- Assist departments with preparing materials, organizing supplies, copying, and other general tasks.
- Provide library support, including shelving books and helping visitors locate materials.
- Help prepare for literacy night and other college events, including setup, welcoming participants, assisting with activities, and cleanup.
- Communicate questions or concerns to the appropriate staff member.
- Maintain confidentiality and follow college procedures.

SUPERVISION AND SCHEDULE: The student will report directly to the Financial Aid Director, who will establish the work schedule, coordinate daily assignments, and manage requests for assistance from other departments. Work hours will be scheduled around the student's classes and remain within the approved work-study earnings limit.

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/>