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

Keweenaw Bay Ojibwa Community College

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.*

Position: Workforce Development 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 descendancy

□ 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:	Workforce Development Director
DEPARTMENT:	Student Services
SUPERVISORY CONTROL:	Dean of Student Services
LOCATION:	Wabanung Campus
SALARY:	Grade 12 ($21.09 to $31.64 per hour)

SUMMARY: The Workforce Development Director serves as a student-centered leader responsible for advancing workforce development initiatives that connect students to meaningful career pathways and support tribal and regional economic growth. This position focuses on building strong relationships with students, community partners, employers, and educational systems to expand access to career and technical opportunities.

The Director leads the development, coordination, and evaluation of workforce programs, supports student success through career readiness initiatives, and ensures alignment with community workforce needs. This position will also support institutional readiness for emerging federal financial aid programs, including Workforce Pell, by helping to ensure short-term programs meet eligibility, credentialing, and outcomes accountability requirement. This role may also oversee grant-funded initiatives that enhance student access, training opportunities, and employment outcomes.

QUALIFICATIONS:

- Bachelor's degree required in workforce development, business, education, public administration, or a related field; master's degree preferred. Equivalent combinations of education and relevant professional experience may be considered.
- Demonstrated experience in workforce development, student services, community engagement, or a related field.
- Experience building and maintaining partnerships with employers, industry leaders, tribal organizations, educational institutions, and community agencies.
- Strong understanding of career pathways, labor market trends, and strategies that support student transition from education to employment.
- Experience working with diverse student populations, including supporting non-traditional, first-generation, and tribal students.
- Experience with program coordination, project management, or grant-funded initiatives, including tracking outcomes and reporting.
- Strong communication and interpersonal skills, with the ability to effectively engage students, community partners, and stakeholders.

- Develop and implement recruitment, outreach, and marketing strategies to increase program awareness and participation.
- Demonstrated ability to collect, analyze, and utilize data to inform decision-making and program improvement.
- Familiarity with higher education systems, student support services, and workforce training programs preferred.
- Commitment to supporting the mission of Keweenaw Bay Ojibwa Community College and integrating Anishinaabe values, culture, and community priorities into programming.
- Proficiency in Microsoft Office and ability to learn and utilize institutional systems such as student information systems and learning platforms.
- Possesses minimum standards of character:
- Must not have been found guilty of, or entered a plea of nolo contendere or guilty to any felonies offense or 2 or more misdemeanor offenses involving (under federal, state, or tribal law; violations fromother states will be interpreted according to the Michigan Penal Code):

Crimes of violence	Sexual Assault	Molestation	Exploitation
Contact with or prostitution	Crimes against people	Offenses committed against children	Child abuse or neglect

DUTIES AND RESPONSIBILITES:

- Develop and maintain strong partnerships with local businesses, tribal enterprises, industry leaders, and community organizations to create work-based learning opportunities such as internships, apprenticeships, job shadowing, and employment pipelines, and relevant agencies to support program eligibility determinations under federal and state financial aid programs.
- Serve as a primary point of contact for students interested in workforce pathways by providing guidance on career options, program enrollment, credential opportunities, and connections to employment.
- Coordinate and support college-career readiness programming, including workshops, career exploration events, employer engagement activities, and community outreach initiatives.
- Track, manage, and report student participation, program outcomes, and workforce data to support institutional effectiveness, grant requirements, and continuous improvement.
- Lead outreach and recruitment efforts for workforce programs, including the development of marketing materials, community presentations, and engagement strategies targeting students and families.
- Manage partnerships through formal agreements (MOUs/MOAs) and support the development and facilitation of advisory boards to ensure programs remain aligned with workforce and community needs.
- Support grant development and implementation efforts focused on workforce development, student support services, and career training opportunities.
- Ensure programs reflect and integrate Anishinaabe values, culture, and community priorities in ways that support holistic student success and community well-being.
- Ensure workforce certificates and short-term credentials are designed to be stackable and portable, with clear articulation pathways to additional credentials, in compliance with state and federal program eligibility standards.
- Serve as direct supervisor of student interns, trainees, or program participants as appropriate, ensuring meaningful learning and work experiences.
- Manage departmental planning, program evaluation, and continuous improvement processes

related to workforce development initiatives.
- Maintain current knowledge of workforce trends, labor market needs, and career readiness strategies to continuously enhance programming and student outcomes.
- Utilize institutional systems (e.g., MS Office, Canvas, data tracking tools) to support program coordination, communication, and reporting.

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 is given to qualified individuals of American Indian descent.

VETERAN PREFERENCE: Preference is given to qualified veterans (need DD214).

CLOSING DATE: Internal posting closes November 2, 2026. External recruitment will begin on November 3, 2026, and remain 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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OR
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