

**Lac Courte Oreilles Ojibwe University (LCOOU)**  
**Position Description No. NGPC111223**



**Position Title:** Nex Gen Project Coordinator  
**Reports To:** Chief Academic Officer  
**FLSA Status:** Exempt  
**Annual Contract:** Full-time, 52 Weeks per Year  
**Rate of Pay:** Dependent on Qualifications - Grant Funded Specific (5-year Grant)  
**Posting Date:** February 29, 2024  
**Application Deadline:** March 14 ,2024, or Until Filled  
**Start Date:** As soon as possible

**General Position Summary:**

The Project Coordinator will work directly with the Chief Academic Officer. This position will provide administrative and programmatic support to all programs funded by the Nex Gen Grant. This position must abide by strict confidentiality requirements and work effectively and efficiently with Local Education Service Agencies (K-12 school districts), students, faculty, staff, and community in a fast-paced environment. This position will initiate, execute, and complete multiple projects promptly and efficiently.

The Project Coordinator will develop detailed project plans, ensuring resource availability, allocation and delivering projects are on time within budget and scope. In addition, the Project Coordinator will lead the creation, support, and enhancement of student-centered environments while following LCOOU's mission and strategic plan.

**Key Responsibilities:**

**Project Management:**

- Measure project performance using appropriate systems, tools, and techniques.
- Coordinate internal resources and vendors for the execution of projects.
- Ensure all projects are delivered on time, within scope of work, budget and are aligned and support efforts with other grants that serve similar goals.
- Organize and facilitate meetings and special events; schedule and coordinate dates and times, venues, attendance, agendas, and facilities; takes minutes as needed; provide administrative support and follow-up on matters arising from meetings.
- Develop project scopes and objectives, involving all relevant stakeholders, and ensuring technical feasibility.
- Coordination and participation in planning and hosting university workshops, functions, and outreach activities with partners.
- Enhance professional growth and development through participation in educational programs, current literature, in-service meetings, and workshops.
- Serve as the point of contact for the grant activities and reporting.

**Lac Courte Oreilles Ojibwe University (LCOOU)**  
**Position Description No. NGPC111223**

**Planning and Financial Management**

- Communicate with Chief Academic Officer program development and process.
- Initiate and process forms such as purchase orders, requisitions, travel forms, marketing and printing requests, and travel expense reimbursements.
- Manage the process for invoicing and payments to/from all funding sources, specifically sub-awards.
- Ensure resource availability and allocation.
- Coordination with the sub-awards and mini grants.

**Progress Reporting**

- Prepare financial and summary reports for internal and grant reporting.
- Manage financial tracking and reporting associated with grant awards.
- Develop a detailed project plan to track the progress and report to the PI (Chief Academic Officer and Grant Compliance Administrator) of the grant.
- Maintain confidentiality in all matters.
- Other duties as assigned for the overall success of the University Mission and LCOOU.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Minimum Qualifications:**

- Bachelor's degree in related field.
- Candidates with an associate degree in a related field will be considered with aligned work experience including two years project management.

**Preferred Qualifications:**

- Master's degree in related field.
- Three or more years of project management.

**Knowledge, Skills, and Abilities Required:**

- Working knowledge of grant and budget development and financial reporting/analysis.
- Proficiency with Excel, Word, PowerPoint, and Google Suite. and collaboration software (MS Teams, Zoom, Google Drive, Box).
- In-depth knowledge and understanding of Native American culture and other diverse populations.
- Knowledge of FERPA regulations and the ability to handle confidential information.
- Experience working with multiple demands, schedules, and work styles.
- Ability to prioritize various tasks and assignments.
- Sharp record-keeping skills with attention to detail.
- Excellent problem-solving and organizational skills.
- Excellent oral, written, and interpersonal communication skills.
- Ability to prioritize and work independently.

**Lac Courte Oreilles Ojibwe University (LCOOU)**  
**Position Description No. NGPC111223**

- Ability to multi-task and work on complex projects.
- One year experience working in a higher education environment.
- Ability to work in a team-orientated environment to provide/build solutions to operational problems.
- Must have a valid WI driver's license.

**Work Environment:**

- Work is mostly accomplished at a desk working at a computer.
- Some travel is required.

**Reportability:**

- Reports to the Chief Academic Officer and Interim Grant Compliance Administrator

**Supervision:**

- This position does not supervise other employees.

**Application Process:**

Please submit either hard or electronic copy of a cover letter, an updated resume, unofficial transcripts, and a completed LCO Ojibwe University job application (available online at [www.lco.edu/hr](http://www.lco.edu/hr)) to the address directly below. All materials should be submitted in a single packet. **Only applications containing all the items noted above, fully completed, will be considered.**

Hand-delivered application packages will be accepted at the University until 4:30 pm on the deadline date; mailed applications must be received by the deadline date and emailed application packages must be received by 11:59 pm on the deadline date.

Human Resources  
Lac Courte Oreilles Ojibwe University  
13466 W Trepania Road  
Hayward, WI 54843  
Phone: 715-634-4790  
Fax: 715-634-5049  
Email – [hr@lco.edu](mailto:hr@lco.edu)

All materials submitted will become property of the University and will be retained for one (1) year from the application deadline.

Lac Courte Oreilles Ojibwe University encourages applications from all peoples and sources; however, we follow an Indian preference policy when hiring.

*“The Lac Courte Oreilles Ojibwe University mission is to provide Anishinaabe communities with post-secondary and continuing education while advancing the language, culture, and history of the Ojibwe.”*