

**Lac Courte Oreilles Ojibwe University**  
**Position Description No. OSCSSSTRIOOSC50124**



<b>Position Title:</b>	Outreach Site Coordinator & TRIO/SSS Success Coach – Bad River Site, Odanah, WI
<b>Reports To:</b>	Dean of Students and TRIO/SSS Director
<b>FLSA Status:</b>	Exempt
<b>Annual Contract.:</b>	34 Weeks Outreach Site Coordinator – 20 hours per week 18 Weeks Outreach Site Coordinator – 40 hours per week 34 weeks TRIO/SSS Success Coach – 20 hours per week (TRIO/SSS Begins mid-August Ends mid-May)
<b>Rate of Pay:</b>	Dependent upon qualifications.
<b>Posting Date:</b>	May 01, 2024
<b>Application Deadline:</b>	May 14, 2024 or Unit Filled
<b>Start Date:</b>	June 01, 2024

**General Position Summary:**

The position is 52 weeks Outreach Site Coordinator and 34 weeks TRIO Student Support Services (SSS) Success Coach. The Outreach Site Coordinator position focuses on general site duties to provide & enhance educational opportunities to our students. The TRIO/SSS position focuses on direct student support services at the post-secondary level.

**Key Responsibilities:**

**TRIO Student Success Services Success Coach:**

- Offer supplemental post-secondary academic advising and education coordination
- Work with disadvantaged and/or Native American students
- Incorporate Native American learning styles and culture as appropriate
- Provide direct services to project participants. Direct services include delivering SSS programming for approximately 25-30 SSS participants by providing and/or assisting in the coordination of:
  - academic advising, including transfer advising;
  - academic tutoring, supplemental instruction, study skills tutoring/instruction to compliment Introduction to Higher Education, computer applications, and basic math and English courses;
  - personal support;
  - career coaching services;
  - financial aid and financial literacy guidance;
  - disability services; and
  - cultural enrichment activities
  - coordinates development of an Individualized Education Academic Plan (IEAP) for each participant;

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- plans activities for educational and raise awareness of diverse populations, transfer and career exploration; and
- serving on at least one institutional committee, and
- participate in staff development meetings
- Responsible for daily documentation of services offered and all other communications
- Submit paperwork on a timely basis to meet deadlines
- Other duties as assigned by the supervisor

**Outreach Site Coordinator:**

- Ability to maintain strict student confidentiality in compliance with FERPA regulations
- Assist in organizing & supervising Federal Work-Study, Agriculture/Equity, Work-Based Learning, and Project Success Grant programs
- Assist with coordination of meetings, workshops/seminars, and special events
- Possess a flexible schedule to cover late afternoon, evening, and emergency related hours
- Provide access to tutoring & other academic related services, including assisting computer lab users
- Visit schools, businesses, organizations, and other potential areas where partnerships can be created and promoted
- Assist in keeping the site clean & organized
- Maintain site coverage with a helpful & friendly attitude toward students & visitors, while maintaining FERPA standards and representing the University in a positive & professional manner
- Other duties as assigned as assigned by supervisor/s

**Minimum Qualifications:**

- Bachelor's degree in Education, Human Services, or related field **or** Associate's degree/equivalent with current enrollment in related field Bachelor's program
- The successful candidate must have experience working with Native American adult learners and students from different socioeconomic backgrounds
- Experience in academic advising and education coordination

**Knowledge and Skills Required:**

- Proficiency in Microsoft office programs
- Working with disadvantaged populations
- Knowledge of FERPA
- Excellent organizational skills
- Excellent communication skills
- Effective time management skills

**Ability to:**

- Plan and execute student/community activities
- Word process with a high degree of accuracy
- Effectively utilize email and other forms of electronic communications, specifically video conferencing
- Complete tasks with minimal supervision
- Maintain strict confidentiality

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- Be a team player
- Communicate effectively on behalf of SSS participants with internal departments; admissions; registrar; financial aid; worked-based learning; bookstore and business office

**Work Environment:**

- Work takes place primarily indoors in the outreach site office, classroom, and facilities
- Some work-related travel required
- Requires ability to periodically lift 20-30 lbs.

**Reportability:**

- Reports to Dean of Students & TRiO/SSS Director

**Supervision:**

- This is not a supervisory position.

**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 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.”***