

**Lac Courte Oreilles Ojibwe University (LCOOU)**  
**Position Description No. DCTED61923**



**Position Title:** Dean of Career and Technical Education  
**Reports To:** University President  
**FLSA Status:** Exempt  
**Annual Contract:** Full-time, 52 Weeks per Year  
**Rate of Pay:** Dependent on Qualifications and Grant Funding  
**Posting Date:** February 20, 2024  
**Application Deadline:** March 04, 2024 or Until Filled  
**Start Date:** As Soon as Possible

**General Position Summary:**

This position is responsible for identifying additional partners and funding sources needed to build the facility and programs within the newly developing Vocational Trades program. Developing the Vocational Trades program from data received from a community-based feasibility study and ongoing conversations and further analysis.

**Key Responsibilities:**

- Conducting a community-based feasibility study to utilize for developing the Vocational Trades program
- Analyzing the feasibility study to utilize in building the facility and programs with Vocational Trades.
- Continuation of the feasibility study to promote gainful employment in the community through specific data collected
- Build a network of business partners and tribal leaders and instructor pool
- Assist responsible University departments with recruitment of students and staff
- **Responsible for securing funding for this position two years from the date the position was implemented**
- Other duties as assigned

**Minimum Qualifications:**

- Bachelor's or Master's degree in a related field per review of WI DPI and other institution requirements for this position.
- Work experience as a Training Director, Training Manager or similar role
- In-depth understanding of traditional and modern training methods (including workshops, simulations, e-learning and coaching)
- Experience organizing training activities in a corporate environment
- Hands-on experience with project management and budgeting
- Proficiency in Learning Management Systems (LMS)
- Excellent communication and leadership skills
- BSc/MSc in Human Resources, Learning and Development, Organizational Psychology or relevant field

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- Plan training programs based on business goals
- Oversee learning activities, curriculum and resources
- Manage quarterly and annual training budgets
- Evaluate the results of learning courses
- Implement coaching sessions and mentorship programs to establish a culture of continuous learning
- Recommend new training methods (including e-learning courses and game-based platforms)

**Preferred Qualifications:**

- Three to five years' experience in post-secondary instruction
- OSHA Certification.

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

- Leadership and supervision experience in recruiting, developing, and evaluating.
- Experience in data collection and review.
- Attention to detail and follow-through.
- Excellent time management and organizational skills.
- Computer proficiency.
- Excellent verbal and written communication and interpersonal abilities.
- Ability to work collaboratively with multiple constituencies.
- Ability to develop and maintain working relationships with University administrators, faculty, staff and outside entities.

**Work Environment:**

- Office environment, outdoors, etc.
- Some travel required

**Reportability:**

- This position reports to the University President.

**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.

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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.”*