

Lac Courte Oreilles Ojibwe University (LCOOU)
Position Description No. HCSTNSTIC113023



Position Title: HCST Grant and NSTI Grant Coordinator
Reports To: Chief Academic Officer
FLSA Status: Non-Exempt Hourly
Annual Contract: Full-time, 52 Weeks
Rate of Pay: \$15 to \$20 per Hour Dependent on Qualifications
Posting Date: February 06, 2024
Application Deadline: February 19, 2024, or until filled
Start Date: As soon as possible

General Position Summary:

This position is responsible for the coordination of two different grant funded programs (65%) WisDOT Highway Construction Service Transportation(HCST) training program and 35% National Summer Transportation Institute (NSTI) Grant. The position will involve recruitment of participants, networking with regional contractors, coordinating site visits, scheduling courses, and providing placement services to participants. Coordination of grant will include facilitation of instructors and construction company collaborators and participants. 35% of this position will be to coordinate and complete a successful National Summer Transportation Institute for students in grades 7-8-9 and 10-11-12.

Key Responsibilities:

- Coordinate HSCT programming (4 sessions per year).
- Recruit. with highway construction crews, to train a minimum of 35 new participants and 25 retrained participants each year.
- Document collaboration with community, industry, and government stakeholders.
- Maintain a communication log identifying efforts to build relationships with industry associations and their members regarding employment and advancement of our ready, willing and able pool.
- Document recruits who complete the preparation phase and pass apprenticeship requirements; identify any recruits that attain journeyman status.
- Document all efforts to place recruits in construction employment with WisDOT contractors and within construction careers (apprenticeship).
- Provide a resume for each HCST graduate that completes the program by the end of the contract year.
- Maintain a record of construction contractors who donate, train, or hire our recruits during and beyond the life cycle of this contract.
- Responsible for and must maintain timely contract administration relative to all financial management requirements in accordance with the terms of the executed contract.
- Create marketing, application, and selection committee for NSTI Institute.
- Set NSTI program goals, create budget and programming for the two weeks.
- Ensure all program needs are secured for the two weeks.
- Contract faculty, adjunct or staff to assist with the NSTI institute.

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- Contract with Interns to assist with support.
- Maintain sound financial records and provide documents as requested for audit purposes.
- Data entry of graduates in Civil Rights and Compliance System within the month of completion/graduation.
- Must participate in designated WisDOT stakeholder meetings.
- Create flyers in Canva and seek approval through the Marketing Dept.
- Recruit necessary instructors and complete appropriate recruitment paperwork.
- Collect participant registrations, communicate with participants, and manage CEU/Credit database.
- Complete all necessary grant reports annually.
- Market and recruit new partners for HCST program to potential participants.
- Recruit and screen potential participants (math/reading assessment, drug testing, interview).
- Plan and coordinate open houses in tribal communities.
- Coordinate with regional instructors and contractors to assist with curriculum development.
- Manage the project budget to ensure programming does not exceed per session budget and submit all requisitions in MyLCOOU.
- Provide ongoing communication to participants and contractors.
- Purchase necessary supplies for student projects.
- Coordinate a HCST advisory council for the NW Region.
- Attend regional meetings related to HCST as needed.
- Complete a monthly HCST report for the DOT and TLAC coordinator (due by 15th of each month) as well as a final annual report.
- Collect data and enter participant completion information into state databases and provide graduate information to the HR departments of the Tribe (Bad River, Red Cliff, and LCO)
- Provide career and placement services to HCST graduates.
- Coordinate CDL Program.
- Updating website.
- Other duties as assigned.

Minimum Qualifications:

- Associate degree in Education, Business Management, Youth Program Development.
- One year experience working in a higher education environment.
- Three years' experience in recruiting and event management experience.
- Must be able to travel frequently and maintain a valid Wisconsin driver's license.

Preferred Qualifications:

- Bachelor's degree in related field.

Knowledge, Skills, and Abilities Required

- **Ability to provide reports as follows:**

Reporting/Accountability-

- Provide 3 quarterly reports annually
 - within 30 days of the end of each quarter and one final report

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- within 45 days of the end of the 12-month programming period
- to the WisDOT Statewide Tribal Liaison.

Reports required from the successful program:

- Reports must be provided in the requested format indicated by WisDOT Contract Administrator.
- WisDOT may request reports on-demand, periodically, or quarterly. Ample notice will be provided. Electronic reports must be compatible with Microsoft Office Suite.
 - Monthly reports inclusive of number of individual oriented, screened, trained, and placed along with contractor contacts for employment opportunity.
 - Monthly Recall/Rehire report (by name).
 - Monthly report of retention services and financial assistance (listing names & service) Monthly Contractor Solicitation Log (including dates, contact and company).
 - Monthly Placement report (by name and employer).
 - Quarterly Accomplishment reports based on mutually agreed to content, measures and benchmarks.
 - Quarterly Graduates report (by name and date).
 - Quarterly Training Enrollment report (including names and referral source) Quarterly List of all Training Candidates who pass an Apprenticeship Test.
 - Annual report of all apprentices and journeyman (name, trade, introduction letter, indenture date).
- Annual Statistical report of demographics served including orientation sessions data.
- Provide documentation showing how funds under this contract would supplement and leverage your existing workforce development efforts and capabilities.

Other Knowledge, Skills, and Abilities Required

- Ability to work with diverse groups and individuals.
- Strong leadership, management, and organizational skills.
- 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).
- Excellent problem-solving and organizational skills.
- Excellent oral, written, and interpersonal communication skills.
- Ability to prioritize and work independently.
- Ability to multi-task and work on complex projects.
- 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.
- Frequent travel is required.
- Some evening and weekend hours are required.

Reportability:

- The position reports to the Chief Academic Officer.

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Supervision:

- Mentorship of limited-term student employees assisting with the NSTI.

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) 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

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.”