

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



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.*

JOB DESCRIPTION

POSITION: truth.org College Leader Intern

DEPARTMENT: Student Services

SUPERVISORY CONTROL: Student Success Coordinator

SALARY: \$15.00 per hour (up to 20 hours per week)

SUMMARY:

Assist with Truth Initiative grant to make KBOCC commercial tobacco-free. Participate in educational events, perform relevant research, and inform decision-making. Requires some in-person participation. This position runs until June 2025.

QUALIFICATIONS:

- Strong computer literacy
- Must be able to lift up to 50 pounds unassisted
- Effective communication, interpersonal and organizational skills
- Valid Driver's Licenses with no restrictions preferred

Minimum standards of character: Must not have been found guilty of, or entered a plea of nolo contendere or guilty to, any felonious offense or 2 or more misdemeanor offenses involving (under federal, state, or tribal law; violations from other states will be interpreted according to the Michigan Penal Code):

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

DUTIES AND RESPONSIBILITIES:

- Complete activities and commitments that are required for success of the project
- Adhere to the policies and procedures set forth by KBOCC & community partners
- Be a professional and courteous representative of KBOCC
- Conduct research to fulfill project needs
- Regularly maintain and submit records of hours and project progress

- Behave in a professional and courteous manner with KBOCC staff, fellow interns, and community members
- Maintain good standing in your academic program
- Other duties as assigned

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 (DD214 required).

DEADLINE TO APPLY: 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 any applicable supporting documents (letters of reference, transcripts, etc.) to:

KBOCC Human Resource Office
770 N. Main St, L'Anse, MI 49946
OR email hr@kbocc.edu with all documentation

Official KBOCC applications can be found on our website:
<http://www.kbocc.edu/employment/>