

Temporary Limited-Term Employment - Full-time Until Needed for COVID-19 Pandemic  
Grant Funded - Dependent on Continued Grant Funding  
\$13 to \$15 per hour - Dependent on Qualifications  
Start Date: Immediately

**General Position Summary:**

This position is responsible for ensuring all students, faculty, staff and guests are informed, aware, educated, and properly attired and practicing excellent hygiene relative to the COVID-19 pandemic.

**Key Responsibilities:**

- This position will manage and implement best practices to control the spread of the COVID-19 virus at the College.
- Establish procedures to ensure all individuals on site in campus buildings are practicing social distancing and wearing appropriate personal protection equipment.
- Screen students, employees, and guests prior to entry into the main campus building.
- Ensure adherence to appropriate sanitation practices to limit the spread of infectious diseases.
- Ensure that a 30-day supply of materials needed for sanitation practices is on hand.
- Continue to monitor the progress of the pandemic and advise Executive Council Members and the President of the College regarding important information needed to maintain the safety of individuals accessing the campus buildings.
- Provide weekly reports to the Executive Council, or as needed, regarding important issues for controlling the spread of the COVID-19 virus.
- Provide initial and continuing training to students and employees regarding best practice measures to control the spread of COVID-19 and the safe and proper use and disposal of personal protection equipment.
- Other duties as assigned.

**Minimum Qualifications:**

- Associate degree in human services or business administration and two years' experience as an administrative assistant or CMA. Individuals with no associates degree will be considered if they have four years' experience in the positions previously mentioned.

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

- Knowledge of and commitment to the mission and goals of the College.
- Ability to follow directions and work without constant supervision.
- Demonstrated experience with Microsoft Word, Outlook, and PowerPoint.
- Ability to work in a team setting.
- Strong verbal and written communication skills.
- Ability to prioritize duties and responsibilities.
- Ability to perform work with proficiency and attention to detail.
- Professional and respectful attitude and phone etiquette.
- Excellent time management skills.
- Understanding of importance of confidentiality with all information received both written and oral.

**Work Environment:**

- Office, online technological, classroom, and campus facilities environment.

**Reportability:**

- This position reports to the Director of Human Resources.

**Application Process:**

We are sorry but we are not accepting hand-delivered applications until further notice.

Please submit either hard or electronic copy of a cover letter, an updated resume, unofficial transcripts, and a completed LCO Ojibwe College 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.**

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 College  
13466 W Trepania Road  
Hayward, WI 54843  
Phone: 715-634-4790  
Email – [hr@lco.edu](mailto:hr@lco.edu)

All materials submitted will become property of the College and will be retained for six (6) months from the application deadline.

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

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