

**General Position Summary:**

Front Entrance Coverage to screen and temperature check individuals entering the building. Help COVID-19 Coordinator with various tasks related to COVID-19 responsibilities.

**Key Responsibilities:**

- Greet individuals entering the College at the Main Door.
- Screen and temperature check individuals entering the College.
- Input Information for daily logging of individuals on campus.
- Assist individuals coming to campus with screening process.
- Assist COVID-19 Coordinator with various tasks & compliance guidelines.
- Other duties as assigned.

**Minimum Qualifications:**

- High school diploma.

**Preferred Qualifications:**

- One-year administrative assistant experience.

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

- Professional and respectful attitude and communication ability.
- Knowledge of and commitment to the mission and goals of the College.
- Ability to follow directions and work without constant supervision.
- Ability to work in a team setting.
- Ability to prioritize duties and responsibilities.
- Ability to utilize computer and input data.
- Understanding of importance of confidentiality with all information received both written and oral.
- Other duties as assigned.

**Work Environment:**

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

**Reportability:**

- Reports to COVID-19 Coordinator Protection & Protocol Coordinator.

**Application Process:**

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