

Lac Courte Oreilles Ojibwe University
Position Description No. EPSC50526



Position Title: Education Program Success Coordinator
Reports To: Education Director
FLSA Status: Exempt
Annual Contract: Full-time, 52 Weeks per Year, 40 hours per week
Pay Range: \$55,000 - \$60,000 - Dependent on Qualifications
Funding: Grant Funded – Dependent on continued funding
Posting Date: May 15, 2026
Application Deadline: May 29, 2026, or until filled
Start Date: As soon as possible

General Position Summary:

The Education Program Success Coordinator supports all aspects of student recruitment, advising, and retention within the Education Program at LCOOU. This position plays a key role in strengthening the teacher preparation pipeline by recruiting prospective students, supporting current teacher candidates, and contributing to initiatives that retain qualified teachers in the field. Working collaboratively with faculty and adjunct instructors, the coordinator provides academic advising, removes barriers to student progress, and supports student teachers in the Ozhitamaadizoyaang program. The role is responsible for improving persistence and graduation rates for immersion and monolingual K–9 teacher candidates by offering individualized guidance, coordinating engagement activities, and monitoring student needs throughout the program. In alignment with program goals, the coordinator will also participate in education program events and work toward developing proficiency in Ojibwe to better serve students and community partners.

Key Responsibilities:

- Lead recruitment initiatives to attract prospective students to the Ozhitamaadizoyaang program and K–9 teacher pathways
- Build relationships with schools, community organizations, and tribal education partners to strengthen educator pathways
- Work with the Midwestern Indigenous Immersion Network (MIIN)
- Assist in developing recruitment materials, social media content, and outreach strategies to promote program visibility
- Assist students with the enrollment process
- Provide academic advising to students in the education program, including course planning, progression monitoring, and guidance on licensing pathways
- Proactively identify academic, personal, and logistical barriers impacting student progress and collaborate with students, faculty, and campus services to remove those barriers
- Maintain regular communication with students regarding program requirements, deadlines, and academic standing
- Maintain records of student contacts and complete any required grant forms or reports in an accurate and timely manner

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- Track at-risk students and provide timely and accurate updates on their progress and/or status reports to the Dean of Students & Community Engagement, WBL Director, Student Success Program Director, and other departments
- Support student teachers through their field placements by monitoring progress, addressing concerns, and ensuring successful completion of clinical experiences
- Work with faculty and adjunct instructors to design and implement retention strategies for both teacher candidates and practicing teachers in the field
- Collaborate with Education Program faculty and adjunct instructors to align advising, recruitment, and retention activities with program goals
- Attend and contribute to education program meetings, events, workshops, and student engagement activities.
- Assist in organizing program events such as orientations, workshops, professional development sessions, and community education activities
- Work toward developing proficiency in Ojibwe to enhance communication and cultural responsiveness with students, families, and community partners
- Support integration of Ojibwe language, culture, and community values into program practices and engagement activities
- Participate in cultural events and community outreach efforts connected to teacher education pathways

Minimum Qualifications:

- Bachelor's degree in education, human services, social work, social sciences, or related field
- One year of experience in postsecondary education

Preferred Qualifications:

- Master's degree in education, human services, social work, social sciences, or related field
- Intermediate low in all modalities of Ojibwe language

Knowledge, Skills, and Abilities Required:

- Knowledge of and commitment to the mission and goals of the University
- Demonstrated commitment to serving students with diverse backgrounds, interests, goals, and abilities
- Strong organizational skills, including the ability to handle details and multiple tasks with deadlines met
- Knowledge of University program offerings, admissions requirements, the University search process, and financial aid in order to assist prospective and current students
- Strong written communication skills
- Excellent interpersonal communication skills, including the ability to work effectively with students, faculty, and staff
- Knowledge of technology used in educational programs and service, including Microsoft Word, Outlook, Excel, and PowerPoint or similar software
- Willing to travel as needed

Work Environment:

- Office, online technological, classroom, and campus facilities environment
- Work includes some nights and weekends
- Travel to outreach sites, meetings, and training required

Reportability:

- Reports to Education director and Dean of Academic Affairs

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Application Process:

Please submit either a 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/employment) 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.”