

**Lac Courte Oreilles Ojibwe University**  
**Position Description No. HRA33026**



**Position Title:** Human Resources Assistant  
**Reports To:** Director of Human Resources  
**FLSA Status:** Exempt  
**Annual Contract:** Full Time – 52 weeks per year, 40 hours per week,  
**Salary Pay Range:** \$45,000 - \$50,000 – Dependent on Qualifications  
**Posting Date:** April 15, 2026  
**Application Deadline:** April 29, 2026, or until filled  
**Start Date:** As soon as possible

**General Position Summary:**

The Human Resources Assistant provides comprehensive administrative and operational support to the Human Resources department. This role serves as a key point of contact for employees and applicants, ensuring efficient HR processes across recruitment, onboarding, records management, and benefits administration. The HR Assistant plays an essential role in maintaining accurate HR data, supporting a positive employee experience, and ensuring compliance with institutional policies and applicable employment laws. This position requires strong organizational skills, attention to detail, sound judgment, and the ability to manage multiple priorities while handling sensitive and confidential information.

**Key Responsibilities:**

**Recruitment and Hiring Support**

- Post and manage job announcements across platforms and maintain applicant tracking systems
- Coordinate interview logistics, prepare materials, and monitor candidate testing as needed
- Assist with job description updates and ensure alignment with current practices

**HRIS and Records Administration**

- Maintain personnel files in accordance with record retention requirements
- Enter, update, and verify employee data within HRIS and payroll systems
- Generate reports and support HR data tracking and workforce analytics
- Track employees leave records and maintain supporting documentation

**Onboarding and Employment Support**

- Prepare employment contracts and new hire documentation
- Coordinate onboarding processes to ensure smooth and welcoming employee experience
- Assist employees with employment forms and HR-related inquiries
- Coordinate new hire setup, including workspace, equipment, and system access

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**Benefits & Compliance**

- Assist with benefits administration and enrollment processes
- Ensure HR documents and processes remain compliant with federal, state, and institutional requirements
- Monitor federal and state employment posting requirements
- Support preparation of quarterly multi-location reports

**Administrative Support**

- Prepare HR correspondence, reports, and documentation
- Assist with policy updates and process improvements
- Provide general administrative support to the HR department

**HR Operations and Employee Engagement**

- Organize and facilitate monthly all-staff meetings, including preparation of agendas, attendance tracking, distribution and presentation of materials, and post-meeting communications

**Other**

- Perform other duties as assigned in support of departmental and institutional goals

**Minimum Qualifications:**

- Associate degree in Human Resources, Business Administration, or a related field and two (2) years of relevant experience; or
- Four (4) years of progressively responsible administrative or human resources experience in lieu of a degree.

**Knowledge, skills, and Abilities Required:**

- Proficiency in Microsoft Office Suite, particularly Excel, Word, and Outlook
- Strong organizational and time-management skills
- Exceptional attention to detail and data accuracy
- Ability to manage confidential information with discretion
- Effective written and verbal communication skills
- Ability to prioritize work in a fast-paced environment
- Demonstrated ability to work both independently and collaboratively
- Professional demeanor and customer-service mindset

**Work Environment:**

- Primarily office-based with extended periods of sitting
- Occasional bending and light lifting may be required
- Travel to outreach sites or training may be necessary

**Reportability:**

- This position reports to the Director of Human Resources

**Supervision:**

This position does not supervise

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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](http://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](mailto: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.”*