

**Lac Courte Oreilles Ojibwe University**  
**Position Description No. DAA120925**



**Position Title:** Dean of Academic Affairs

**Reports To:** Chief of Staff

**FLSA Status:** Exempt

**Annual Contract:** Full Time – 40 hours per week, 52 weeks per year

**Rate of Pay:** \$80,000-\$110,000- Dependent on Qualifications

**Posting Date:** December 18, 2025

**Application Deadline:** January 01, 2026, or until Filled

**Start Date:** As soon as possible

**General Position Summary:**

Manages academic divisions and programs, ensuring quality instruction and compliance with institutional standards. Provides direct support to faculty and oversees day-to-day academic operations.

**Key Responsibilities:**

- Implement academic policies and strategic initiatives set by the CAO
- Supervise faculty, adjuncts, and academic support staff
- Coordinate course scheduling, catalogs, and academic calendars
- Oversee program evaluations and utilize institutional research for improvement
- Serve as point of contact for student academic appeals and complaints
- Manage division-level budgets and resource allocation
- Collaborate with Student Affairs to promote retention and academic success

**Minimum Qualifications:**

- Bachelor's degree required; Master's preferred or in progress (must provide institution name, degree area, and anticipated completion date)
- Minimum 3 years teaching and 3 years academic administration experience
- Strong organizational and communication skills; commitment to diversity (examples encouraged)

**Preferred Qualifications:**

- Master's degree in Education, Human Services, or related field

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

- Understanding of tribal college mission and philosophy
- Ability to apply new technologies to improve instruction
- Knowledge of accreditation standards and compliance
- Ability to evaluate faculty and staff performance (examples encouraged)
- Effective interpersonal communication and collaboration skills

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### Work Environment:

- Office, classroom, and campus facilities environment
- Will require travel to outreach sites and external meetings

### Reportability:

- Reports to Chief of Staff

### Supervision:

- Faculty and adjunct faculty
- Library Director

### 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/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 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.”*