

Lac Courte Oreilles Ojibwe University

Position Description No. HRM70226



Position Title:	Human Resources Manager
Reports To:	President
FLSA Status:	Exempt
Annual Contract:	Full-time 40 hours per week, 52 weeks per year
Salary:	\$63,000 - \$70,000 Dependent on Qualifications
Posting Date:	July 2, 2026
Application Deadline:	July 16, 2026 or until filled

General Position Summary:

The Human Resources Manager provides management and operational oversight for all HR functions, ensuring alignment between people strategies and organizational goals. This role serves as a trusted advisor to the executive council, driving initiatives that strengthen organizational culture, enhance workforce performance, and ensure compliance with federal, state, and local employment regulations.

Key Responsibilities:

- Manage human resources strategies, policies, and practices that align with LCOOU educational mission and values.
- Administer the full-cycle recruitment process to include position postings, candidate screening, interview scheduling, background investigations, formal offers, and execution of employment agreements/contracts.
- Coordinate employee benefit programs (including open enrollment) and maintain regular contact with benefits broker regarding plan design, changes, and costs.
- Conduct periodic compensation analysis and review of salary surveys to ensure internal equity and external competitiveness for all LCOOU positions.
- Cultivate a positive employee relations environment by educating staff on engagement strategies, leadership effectiveness, coaching and counseling practices, conflict resolution, interpersonal communication, and high-performing team dynamics.
- Administer the annual performance evaluation process to include distribution, collection, and filing of evaluation forms and documentation.
- Provide guidance to college executive council on human resource strategies, organizational effectiveness, and workforce-related matters.
- Coordinate staff training sessions to include tracking and adherence regarding compliance requirements and policy & procedure updates.
- Manage investigations, documentation, and resolution of complex employee relations issues.
- Provide data-driven insights and recommendations regarding human resources to support executive decision-making and organizational effectiveness.
- Conduct annual review of HR policies, procedures, and practices; advise executive council on recommended changes.
- Coordinate with payroll to ensure accurate and timely processing of employee compensation, benefits, deductions, and payroll-related requirements.
- Compile various data sets related to personnel as requested by the board, AIMS/AKIS, IPEDS, and others as needed.

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- Ensure organization compliance with all applicable federal, state, and local employment laws and regulations.
- Coordinate the exit interview process to identify trends, strengthen retention strategies, and recommend organizational improvements.
- Represent the college at personnel-related hearings, proceedings, and formal investigations.
- Other duties and special projects as assigned.

Minimum Qualifications:

- Bachelor's degree in Human Resources or related field
- Minimum of five (5) years Human Resources related experience
- An equivalent combination of education and/or relevant experience may be considered in lieu of formal degree requirements.
- Strong analytical skills, extensive computer skills, including proficiency in Microsoft Office

Preferred Qualifications:

- Master's degree in Human Resources or related field
- Minimum of seven (7) years Human Resources related experience
- Supervisory experience
- Human Resource Certification

Knowledge, Skills, and Abilities Required:

- Knowledge of applicable federal, state and tribal statutes, regulations and policies regarding employee rights, principles and techniques of hiring, employee evaluation, and employee orientations
- Ability to utilize interpersonal skills to work effectively with all employees
- Ability to lead, instruct and manage a large variety of details
- Excellent written and verbal communication skills
- Ability to learn the college's ERP software as it pertains to HR functions
- Ability to manage the department budget and professional/employee development funding
- Ability to implement process improvements and workflow improvements
- Ability to facilitate employee training through various delivery methods
- Ability to calculate wages and benefits with a high degree of accuracy
- Maintain strict confidentiality
- Interpret, analyze, and apply applicable employment laws and policies
- Serve on, and possibly act as Chairperson on college committees
- Ability to prioritize workload to meet deadlines
- Ability to work occasional evenings and weekends when necessary

Work Environment:

- Work is performed in a professional office setting using standard office equipment
- Ability to sit or stand for extended periods while performing administrative tasks
- Occasional bending, reaching, and lifting of materials, typically up to 20 pounds
- Regular walking throughout the office to attend meetings and support staff requests
- Occasional travel may be required

Supervision:

- HR Assistant

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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.”