

Lac Courte Oreilles Ojibwe University
Position Description No. OSC72726



Position Title:	Outreach Site Coordinator
Location:	Bad River Site, Odanah, WI
Reports To:	Dean of Students
FLSA Status:	Exempt
Annual Contract:	52 Weeks, academic year
Rate of Pay:	Dependent upon qualifications
Posting Date:	July 27, 2026
Application Deadline:	August 18, 2026 or Until Filled

General Position Summary:

The Lac Courte Oreilles Ojibwe University (LCOOU) is seeking a dedicated, student-centered professional to serve as the **Outreach Site Coordinator**. This is a **52-week position** focused on fostering student success through academic programming, academic advising, tutoring, and comprehensive outreach services. The Outreach Site Coordinator plays a vital role in creating a welcoming and supportive learning environment by connecting students with the resources, guidance, and encouragement they need to achieve their educational goals.

The ideal candidate is a positive, motivated individual who is passionate about empowering students and enhancing educational opportunities at the post-secondary level. In addition to providing direct student support, the Outreach Site Coordinator will assist with general site operations, collaborate with faculty and staff, and help cultivate a culture of academic excellence, engagement, and persistence. LCOOU welcomes applicants who are committed to student success and eager to make a meaningful impact within our Tribal university community.

Key Responsibilities:

Outreach Site Coordinator:

- Offer supplemental post-secondary academic advising and education coordination
- Work with Native American students
- Incorporate Native American learning styles and culture as appropriate
- Provide direct services to project participants. Direct services include delivering programming for approximately 25-30 participants by providing and/or assisting in the coordination of:
 - academic advising, including transfer advising.
 - academic tutoring, supplemental instruction, study skills tutoring/instruction to compliment Introduction to Higher Education, computer applications, and basic math and English courses;
 - personal support;
 - career coaching services;
 - financial aid and financial literacy guidance;

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- disability services; and
- cultural enrichment activities
- coordinates development of an individualized student success academic plan for each participant;
- plans activities for educational and raise awareness of diverse populations, transfer and career exploration; and
- serving on at least one institutional committee, and
- participate in staff development meetings
- Responsible for daily documentation of services offered and all other communications
- Submit paperwork on a timely basis to meet deadlines
- Ability to maintain strict student confidentiality in compliance with FERPA regulations
- Assist in organizing & supervising Federal Work-Study, Agriculture/Equity, Work-Based Learning, and Project Success Grant programs
- Assist with coordination of meetings, workshops/seminars, and special events
- Possess a flexible schedule to cover late afternoon, evening, and emergency related hours
- Provide access to tutoring & other academic related services, including assisting computer lab users
- Visit schools, businesses, organizations, and other potential areas where partnerships can be created and promoted
- Assist in keeping the site clean & organized
- Maintain site coverage with a helpful & friendly attitude toward students & visitors, while maintaining FERPA standards and representing the University in a positive & professional manner
- Other duties as assigned as assigned by supervisor/s

Minimum Qualifications:

- Bachelor's degree in Education, Human Services, or related field **or** Associate's degree/equivalent with current enrollment in related field Bachelor's program
- The successful candidate must have experience working with Native American adult learners and students from different socioeconomic backgrounds
- Experience in academic advising and education coordination

Knowledge, Skills, and Abilities Required:

- Proficiency in Microsoft office programs
- Working with disadvantaged populations
- Knowledge of FERPA
- Excellent organizational skills
- Excellent communication skills
- Effective time management skills

Ability to:

- Plan and execute student/community activities
- Word process with a high degree of accuracy
- Effectively utilize email and other forms of electronic communications, specifically video conferencing

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- Complete tasks with minimal supervision
- Maintain strict confidentiality
- Be a team player
- Communicate effectively on behalf of LCOOU participants with internal departments; admissions; registrar; financial aid; worked-based learning; bookstore and business office

Work Environment:

- Work takes place primarily indoors in the outreach site office, classroom, and facilities
- Some work-related travel required
- Requires ability to periodically lift 20-30 lbs.

Reportability:

- Reports to Dean of Students

Supervision:

- Not a supervisory position.

Application Process:

Please submit either hard or electronic copy of a cover letter, an updated resume, unofficial transcripts, and a completed LCO Ojibwe University job application (available online at <https://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 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.”