RED LAKE NATION COLLEGE
Position Description

POSITION TITLE: Vice President of Operations – Full-time
DEPARTMENT: Administration
REPORTS TO: President
EXEMPT STATUS: Exempt
REVISED: June 2023
LOCATION: Red Lake, Minnesota
SALARY: Negotiable
DEADLINE: Open until Filled

PRIMARY FUNCTIONS: The Vice President of Operations is a key member of the Red Lake Nation College (RLNC) administrative team. The President has delegated this position to serve as the lead administrator for strategic planning, new academic program development, academic and learning assessment, support with HLC assessment, and support with daily operations for Red Lake Nation College.

We are seeking an outstanding, passionate, driven, experienced, higher education leader who can bring a high level of skills, professionalism and follow through to our team of excellent administrative leaders.

ACCOUNTABILITY: The Vice-President of Operations reports directly to the President of the College.

ESSENTIAL RESPONSIBILITIES: Essential responsibilities and duties may include, but are not limited to the following:

- Serve as the top academic and learning assessment manager for the RLNC.
- A key administrative team member and writer for reporting to the Higher Learning Commission and helping manage RLNC’s ongoing Accreditation.
- Work with and support all RLNC Administrators and Team Members.
- To work with the President to help lead and implement all strategic planning for the RLNC.
- To help plan and implement all new academic programs for RLNC.
- Maintain a positive work relationship and clear lines of communication with the RLNC President, all Administrative Team Members, RLNC faculty, staff, and students.
- Communicate with and keep the President well informed of all work projects.
- Participate in the regular Executive Administrative Team meetings.
- Perform regular analysis of the quality of classroom instruction and make adjustments to academic plans based on data.
- Direct, coordinate, and maintain all operational and administrative functions.
- Recommend and implement new and revised policies/procedures.
- Help train staff and faculty members on new policies/procedures.
- Support the use of information technology as a critical component for the success of the college.
- Federal compliance officer, keeping RLNC up to date and compliant.
- Also serve as the Title IX contact person for RLNC.
- Will help coordinate a consistent, inclusive process of keeping our entire college community informed of operations and activities.
- Will also maintain the consumer information (federal financial aid requirements) and compliance with the higher ed matrix.
- Other duties as assigned.

EXPERIENCE/REQUIREMENTS:
- Knowledge of and commitment to the mission of RLNC.
- Knowledge of Anishinaabe culture and demonstrated ability to work with Native communities.
- Strong verbal and written communication skills.
- Outstanding human relations skills.
- Ability to assume a leadership role.
- Willingness to initiate and carry out complex tasks with or without supervision.
- Team player who can work with all administrative team members.
- Willingness to go above and beyond the norm to help students and RLNC.
- Maintain positive public relations with all stakeholders in the RLNC and Red Lake Community.

EDUCATION/QUALIFICATIONS:
- PhD required in higher education or academic fields.
- Previous higher education administrative experience in academic development and assessment.
- Previous accreditation experience with the Higher Learning Commission.
- A minimum of 5-7 years of executive-level positions in higher education are required.
- Knowledge of technological systems and software as they apply to academic development and higher education administration needs.
- Previous teaching experience preferred.
- Previous Tribal College experience preferred or experience working with Native students.

LICENSES AND OTHER REQUIREMENTS:
- Must pass a pre-employment criminal background check.
- Must pass a pre-employment drug and alcohol test.
- Possession of a valid MN driver’s license.

This position follows our RLNC Red Lake Tribal Member and Indian Preference Policy.

This position is Open Until Filled.

**HOW TO APPLY:**
Please email an employment application, cover letter and resume to Floyd Jourdain, Jr., RLNC Director of Equity.  [floyd.jourdain@rlnc.edu](mailto:floyd.jourdain@rlnc.edu) Employment applications can be found on our website:  [rlnc.edu](http://rlnc.edu)