



**RED LAKE NATION COLLEGE**  
**Position Description**

**POSITION TITLE:** Human Resources Coordinator – Full-Time  
**DEPARTMENT:** Human Resources  
**REPORTS TO:** Director of Equity and College President  
**LOCATION:** Red Lake Nation College Main Campus and Minneapolis Site  
**CLASSIFICATION:** Exempt  
**REVISED:** April 2024  
**SALARY:** Negotiable  
**DEADLINE TO APPLY:** Open until filled

**PRIMARY FUNCTIONS:** The Coordinator of Human Resources (HR) guides, manages and administers the overall Human Resources department postings, positions, services, policies, and programs for the Red Lake Nation College (RLNC). The primary functions include coordinating recruiting new staff and faculty members, conducting new employee solicitations, orientation and onboarding, providing training to all employees, and managing HR administration and files on the cloud, and hard copies. This position works at both Red Lake and Minneapolis Site.

The Coordinator of HR will also develop and revise personnel policies and procedures and help and support Managers and Supervisors as they prevent, avoid and solve their HR problems and crises. Additionally, the HR Coordinator will help manage employee complaints and conflicts in the workplace and any other HR related issues. Opening and posting new jobs and reviewing new applicants, checking references and coordinating interview teams, will be a big part of this position. Lastly, the Coordinator of HR will help provide supportive and helpful information related to supporting all RLNC policies and procedures.

**ACCOUNTABILITY:** The Human Resources Coordinator directly reports to the Director of Equity and the College President. This position must work closely with the entire RLNC Administrative Team and all students, faculty and staff to help them fill their open positions.

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

- Open and posts jobs, coordinate recruits and hires for all employment vacancies, including posting jobs, pre-screening resumes, scheduling interviews, developing

interview questions, handling all paperwork, conducting reference and background checks, and extending offers; handles the internal hiring process for student workers under the work study program.

- Works with the President and Administration Team to help recruit new leaders and faculty.
- Strongly supports the Tribal Member and Native hiring preference policy.
- Ensuring compliance with state and federal employment regulations.
- Developing an employee orientation process and conducting this process with all new employees.
- Improving and delivering required annual trainings, including FERPA, Clery Act, VAWA, and Sexual Harassment Prevention trainings, among others.
- Providing orientation to new faculty members and staff by training them on how to use the online portal, how to manage attendance, how to enter and submit grades and how to create a discussion board.
- Developing and revising personnel policies and procedures.
- Manages and administers all employee files according to required accreditation and academic standards for HLC, BIE, Department of Education, Federal and State records.
- Ensures personnel files include all necessary documentation.
- Ensures all performance evaluations are completed in a timely manner.
- Submits all payroll changes to the payroll department.
- Completes the annual Human Resources Work Plan.
- Tracks Human Resources data and provides valuable information for assessment purposes.
- Manages FMLA and other leave requests in addition to vacation, sick leave, workers' compensation and unemployment claims.
- Addresses and investigates employee concerns such as harassment and discrimination claims, and recommends courses of action to resolve such issues; aids in similar investigations with students as requested.
- Assists in the resolution of employee performance issues in need of disciplinary action and performance improvement by coaching supervisors through the process of drafting corrective action (performance warnings) language, auditing written performance reviews, and providing training for staff in this area.
- Handles all aspects of the employee exit processes, including termination proceedings, exit interviews, and necessary documentation.
- Receives the first level of all employee complaints. Listen to employee complaints and process them and report to the Administration and College President.
- Helps with handling employee discipline issues and meetings. Work with managers and supervisors.
- Maintains a high level of confidentiality in dealing with proprietary and sensitive information in employee files containing employment data and health records under lock and key.
- Composes all faculty contracts prior to the start of each academic term.
- Prepares and tracks the spending and budget for the HR Department.
- 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.
- Must be able to develop trust and positive relationships with all students, staff and faculty.
- Excellent oral, written, interpersonal and communication skills are required for this high profile position.
- Strong organizational skills and follow through required.
- High degree of professionalism is required.
- Must be able to multitask many projects at one time.
- Ability to work independently, meet deadlines, problem-solve and keep up with the constant flow of communication within Red Lake Nation College
- Ability to maintain a high level of confidentiality when dealing with proprietary information and sensitive situations.
- Proficiency in Microsoft Excel, Microsoft Word, Microsoft Outlook and the use of computers.

**EDUCATION/QUALIFICATIONS:**

- Must have a minimum of a Bachelor's degree in Human Resources, or a Bachelor's degree in another related field.
- A Master's Degree is preferred.
- Must have a minimum of 3 to 5 or more years of experience in Human Resources or Business Management.

**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.
- Must sign a confidentiality agreement.

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

**HOW TO APPLY:**

Please email an employment application, cover letter and resume to Floyd Jourdain, Red Lake Nation College, Director of Equity, at [floyd.jourdain@rlnc.edu](mailto:floyd.jourdain@rlnc.edu) Employment applications can be found on our web page: [rlnc.edu](http://rlnc.edu)