



RED LAKE NATION COLLEGE

POSITION TITLE: Community Connections Assistant
DEPARTMENT: Community Connections - Extension
REPORTS TO: Community Connections Coordinator
CLASSIFICATION: Non-Exempt, two-year appointment w/potential extension
REVISED: October 2023
DEADLINE: Open until filled

PRIMARY FUNCTIONS: The Community Connections Assistant will work closely with community outreach in Red Lake and Minneapolis, faculty, and students with the goal of supporting student success, retention, and the mission of the College.

ACCOUNTABILITY: The Community Connections Coordinator reports to the Community Connections Coordinator, Project Director.

ESSENTIAL RESPONSIBILITIES:

- Plans and coordinates community education, continuing education, extension events, training, workshops, courses, and credits, and alliance of those events with the Higher Learning Commission (HLC), Bureau Indian Education (BIE), Department of Education, and Land-grant funding requirements.
- Assists in maintaining files with required documentation for non-student participants of events and transcripts for all continuing education credits earned.
- Works with Community leaders to identify Workforce Development needs and make recommendations to the administrative team on ways that RLNC can meet those needs.
- Distributes and collects surveys to establish Community educational needs and desired Community / continuing education programming.
- Provide co-curricular assessment data to the director of assessment and institutional Effectiveness for analysis and Reporting
- Assist in maintaining the RLNC manual for continuing education standards and guidelines, including detailed guidelines on calculating continuing education units.
- Work sufficiently with traditional food processing
- Assist with ceremonies, spring and fall feast.
- Participate in other communities as assigned
- Perform other duties as assigned

EXPERIENCE/REQUIREMENTS:

- Commitment to the Mission of RLNC
- Knowledge of Anishinaabe culture and demonstrated ability to work with the Native communities
- Knowledge of learning management systems and online Educational Tools preferred
- Ability to effectively assist the coordinator with events
- Demonstrated organizational skills and ability to work independently
- Ability to communicate effectively both orally and in writing; define problems, collect data, establish facts, and draw valid conclusions

EDUCATION/QUALIFICATIONS:

- Associates Degree required, Bachelor's Degree preferred
- Proficiency in the use of Microsoft and Google Applications

LICENSES AND OTHER REQUIREMENTS:

- Must pass a pre-employment criminal background check
- Must pass a pre-employment drug and alcohol test
- Possession of valid Minnesota driver's license

This position follows our Red Lake Tribal member and Indian preference policy.

Apply: Only electronic applications will be accepted.

(https://www.rlnc.edu/files/ugd/36daed_e9b1086fc2c64221a321e5f33684f3d7.pdf)

Apply by sending RLNC application, resume, cover letter and unofficial transcripts to Lane Azure, VP of Academic Affairs, lane.azure@rlnc.edu .

For questions contact Tallie Large tallie.large@rlnc.edu or work cell 218.766.3572.