RED LAKE NATION COLLEGE
Position Description

POSITION TITLE: Business Office Specialist – Full-Time
DEPARTMENT: Business
REPORTS TO: Chief Financial Officer
CLASSIFICATION: Non-Exempt
REVISED: Sept 2022
DEADLINE: Open until filled

PRIMARY FUNCTIONS: The purpose of this position is to effectively coordinate the assigned business office and human resource functions for the Red Lake Nation College.

ACCOUNTABILITY: The Business Office Specialist reports directly to the Chief Financial Officer.

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

- Assist with Student Accounts.
- Accounts Receivables, Check Printing, and Deposits.
- Maintain Bookstore & Bookstore Annual Inventory.
- Maintain digital human resources files.
- Employee Benefit coordination. Processes all initial hire paperwork for employees to receive benefits including: Medical, Dental, Life insurance, and all other elected benefits, excluding 401K.
- Update employee benefit information due to changes in employment status or qualifying events.
- Completes termination paperwork (COBRA, etc..), closes out HR file, and removes employees from benefits in a timely manner.
- Maintains records of employee continuing education.
- Maintain employee reviews schedules and records.
- Assists Director of Equity in onboarding new employees.
- Request payments of benefits through the Purchase Order system, and enter benefit reconciliations into the accounting system.
- Assist CFO with annual open enrollment meetings with benefit representatives ensuring all staff receives annual updated information.
• Assist employees who have benefit questions or request benefit cards or other information.
• Create an effective meeting and communication system to maintain contact with employees, staff, and faculty members to gather information needed for continuing education, maintenance of HR files, and travel coordination.
• Work closely with Administrative Team on mandatory higher education reporting and updating the policy and procedures manual, and HR plan.
• 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.
• Knowledge of technology used in educational programs and services.
• Excellent ability to communicate effectively verbally and in writing.
• Ability to work effectively with groups of diverse ages and educational backgrounds.
• Ability to effectively coordinate recruitment events.
• Ability to exhibit leadership in program and budget management and planning.
• Ability to work effectively as a team member of the RLNC.
• Ability to provide outstanding quality customer service and support to students, RLNC staff members and all community and college stakeholders.
• Be willing to continue your education and training.
• Administrative experience working with students in higher education is highly preferred.
• Must be a professional, positive, supportive, energetic and encouraging type of person to help motivate students to attend college and stay in school.
• Friendly, outgoing type of personality is required since this is a position that interacts intensely with the public both within and outside of the college.
• Must be able to develop trust and positive relationships with all students.

EDUCATION/QUALIFICATIONS:
• AA or AS degree required. Bachelor’s Degree is preferred.
• Red Lake Tribal knowledge and history is preferred.
• Accounting experience preferred.
• Administrative experience working with students in higher education is highly preferred.
• Must be professional, positive, supportive, energetic, and encouraging to help motivate students to attend college and stay in school.
• Friendly, outgoing personality is required since the position interacts intensely with the public both within and outside of the college.
• Must be able to develop trust and positive relationships with all 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 Red Lake Tribal Member and Indian Preference Policy.

**HOW TO APPLY:**
Please email an employment application, resume, unofficial transcript to Tami Niswander, Chief Financial Officer, tami.niswander@rlnc.edu. Employment applications can be found at: https://www.rlnc.education/employment