



WHITE EARTH TRIBAL &
COMMUNITY COLLEGE
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HUMAN RESOURCES TECHNICIAN

White Earth Tribal & Community College located in Mahnomon, MN is seeking a full-time Human Resources Technician.

Under the supervision of the President, performs the day-to-day operations of the Human Resources Office including the coordination and administration of human resources policies, procedures, and programs. Carries out employee relations, performance management, training and development, benefits and compensation, organizational development and other employment areas.

Serves as senior administrator on President's Cabinet to help WETCC accomplish its strategic priorities to assist in maintaining quality improvement. Administers policies, procedures, programming and activities of human resources. Coordinates professional development for Faculty and Staff.

Qualifications:

- Minimum of an Associate's Degree in Human Resources or related field required, Bachelor's Degree preferred.
- Three to five years of experience in Human Resources preferred or a combination of education and experience.

Applications are accepted through: July 26, 2018

Download application form a: www.wetcc.edu or contact: Lorna LaGue at 218-935-0417, ext. 228 for more information.

WETCC is an Equal Opportunity Employer with Indian Preference and Veteran Preference

White Earth Tribal and Community College is an institution of higher learning dedicated to academic excellence grounded in Anishinaabe culture, values, and traditions.