



Human Resources Technician

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

Job Title: Human Resources Technician
Reports to: Special Projects Director
Status: Full Time, Permanent
Salary Range: DOQ
Job Closes: March 1, 2019

Summary: Under the supervision of the Special Projects Director, performs the day-to-day operations of the Human Resource office. Human Resources Technician manages the administration of Human Resource policies, procedures and programs and carries out responsibilities in the employee relations, performance management, training and development, benefits and compensation, organizational development and employment functional areas.

Qualifications/Requirements: Associates Degree in Human Resources or related field preferred, two or more years of experience in Human Resources preferred, or a combination of Experience and Education may be considered.

Complete application and materials include: Letter of intent, WETCC application, resume, and list of references. Applications available at www.wetcc.org or by calling/emailing Jen McDougall at 218-935-0417, Extension 332.

**Equal Opportunity Employer with American Indian and Veteran Preference.

Send complete application materials to:

White Earth Tribal and Community College
Jen McDougall, Human Resources
2250 College Road - PO Box 478
Mahnomen, MN 56557
Jen.mcdougall@wetcc.edu