

Head Start Pathways Facilitator

Position Information

Under the supervision of the Head Start Pathways Program Coordinator, assists with a variety of general clerical and support activities to improve student success and provides services designed to improve retention, completion, graduation and/or transfer rates within the Head Start Pathways Program (HSPP).

Duties & Responsibilities:

On a typical day at WETCC, your contributions will include teamwork, resourcefulness, confidentiality, and effective communication. Specific contributions for this role are listed below. This is not a complete list as all staff may be required to perform additional duties.

Provides student success support services to new and potential HSPP students including, but not limited to; assistance with registration, transfer information, and connections to campus resources and HSPP activities.

Conducts and facilitates HSPP student orientation.

Maintains on-going contact with current HSPP students and connects them with support resources designed to sustain student success.

Verifies, records, compiles, and reports student and program data and information.

Tracks and reports HSPP student progress to HSPP program coordinator.

Contacts HSPP students who have been flagged for excessive absences, unsatisfactory grades, etc.

Provides information and answers inquiries from students, potential students, staff, and the public regarding HSPP, its policies, procedures, and requirements.

Prepares and assists in processing HSPP stipend requests.

Assist with planning and facilitating cultural activities focused on the Anishinaabe way of life, including booking presenters and venues, and processing related purchase requests.

Work Schedule: Monday – Friday, 8:00 am – 4:30 pm

Advertised Salary: \$45,000/year

Minimum Qualifications:

High School Diploma or GED plus two years of clerical experience in an office setting
Current driver's license and insurance

Ability to pass a background check prior to being offered employment
Ability to travel for professional development and job-related activities

Preferred Qualifications:

Associate degree with an early childhood education emphasis or knowledge/experience in early childhood education

Applicant Materials Required: Resume, three professional references, completed WETCC application, and background check consent form; application and consent form can be found at www.wetcc.edu.

Benefits:

WETCC offers a comprehensive benefits package, for full-time employees, including company-paid life and disability. Other benefits include Health, Dental, H.S.A. with company match, additional life insurance, accident, critical illness, hospital indemnity, vision, Legal & ID Shield, and medical & dependent care FSA. The effective date for new full-time employees is the first of the month following the date of hire.

Traditional or Roth 401k with a company match up to 5%, fully vested from day one, the effective date for 401k is the first of the month following 90 days of employment, for full and part-time employees.

WETCC also offers annual leave and sick leave, they both start accruing from the date of hire.

WETCC also has 17 paid holidays a year.

About WETCC

Established as a not-for-profit tribally controlled educational institution of higher learning, the first Charter was approved on February 5, 1998 "...to provide adult education and post-secondary educational services to enrolled members of the White Earth Reservation and to other eligible Indians and non-Indian residents of the area..."

Initial Candidacy for Accreditation by The Higher Learning Commission was granted on October 14, 2004, with full accreditation granted on October 8, 2008.

Purpose Statements:

- The college will present learning as a life-long process of discovery of knowledge embedded in the intellectual disciplines and the traditions of the Anishinaabe people.
- The college will support the self-determination of the Anishinaabe people through the preservation and promotion of their history, culture, and language.
- The college will seek to address the social, political, and economic needs of the White Earth Reservation through programs that encourage service to the community.
- The college will promote a philosophy based on the seven teachings of the Anishinaabe.

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

Vision - *Gidinwewininaan Gibimiwidoomin niigaanakeyaa* – “We are carrying along into the future the way that we were given”

The White Earth Tribal & Community College in accordance with Federal law and U.S. Department of Agriculture policy, this institute is prohibited from discriminating on the basis of race, color, national origin, age, disability, religion, sex, familial status, sexual orientation, and reprisal.