



## **Human Resources Technician**

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

**Open: Until filled**

**Wage: \$20.30**

### **Summary**

Under the supervision of the President, responsible for the day-to-day operations of the Human Resource office. HR Technician coordinates the administration of human resource policies, procedures, and programs and carries out responsibilities in employee relations, performance management, training and development, benefits and compensation, organizational development, and employment functional areas.

### **Education and/or Experience**

Associates Degree in Human Resources required. Two to four years of experience in Human Resources is preferred.

**Download Application: <http://www.wetcc.edu/employment.html>**

**Or submit a completed application, letter of intent, and resume to:**

**White Earth Tribal and Community College**

**Attn: Julie Doerfler, Human Resources**

**2250 College Road**

**Mahnomen, MN 56557**

Equal Opportunity Employer with Indian and Veteran Preference

Criminal background will be performed

WETCC is accredited by HLC