IT Coordinator

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.

Position Information

Under the supervision of the Director of Development, the IT Coordinator is responsible to coordinate IT related projects on behalf of WETCC and ensure company resources are utilized appropriately. Maintains information technology systems and networks including assisting staff and students with installations, support and management of the networks and computer systems that keep information flowing. Incumbent maintains network and software, troubleshoots network problems, and ensures network security, availability and performance standards, as well as planning for and maintaining all technology related equipment.

Duties & Responsibilities:

Institutes protocols for the use of IT across departments and projects.

Assists in planning for the future IT needs of WETCC; provides advice on the most suitable IT choices.

Responsible for the operation and maintenance of the internal network for WETCC.

Responsible for maintenance activities such as virus and spyware prevention and the maintenance and restoration of backup systems.

Provides technical support and training to staff, students and faculty.

Acts as link between end users and higher-level support.

Responsible for monitoring system performance, troubleshooting and repairing software, hardware and peripheral equipment.

Maintains a database of IT equipment and proper disposal of equipment.

Keeps up to date with new software and technology trends.
Participates in professional development activities and serves on college committees that support the goals and mission of the College.

Actively participates in planned and informal outreach and retention activities.

All other duties assigned as related to position.

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

**Advertised Salary:** $23.77/hour

**Minimum Qualifications:**

Proven experience as IT Coordinator or similar role  
Experience in network management and help desk support  
Solid knowledge of IT systems and applications  
Ability to troubleshoot and repair hardware, software, databases and network issues  
Credit for Certifications that pertain to WETCC environment  
Combination of education and work experience may be considered.  
Ability to pass a background check prior to being offered employment  
Ability to travel for professional development and job-related activities

**Preferred Qualifications:**

Associates Degree preferred

**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.
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 - Gidinwewinaan 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.