



WHITE EARTH TRIBAL & COMMUNITY COLLEGE

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Admissions & Recruitment Coordinator

About This Role

Be one of the first welcoming faces students meet at White Earth Tribal and Community College. The admissions & Recruitment Coordinator helps perspective students discover what WETCC has to offer and supports them as they take those first steps toward becoming part of our College community. From visiting schools and attending community events to answering questions, guiding applicants through admissions process, and welcoming new students through orientation, this role is all about building connections and making people feel like they belong.

In This Role, You Will:

- Build connections with prospective students and help them see themselves as part of the WETCC community.
- Bring WETCC to prospective students through school visits, college and career fairs, community events, open houses, tabling, and other outreach opportunities.
- Be a trusted point of contact for students, families, school staff, and others with questions about admissions and enrollment.
- Guide applicants through the admissions process, helping them understand what is needed and following up with something is missing.
- Create welcoming and engaging new student orientation experience.
- Help share WETCC's educational opportunities through promotional and informational materials.
- Keep admissions information current and accessible to students.
- Maintain accurate and secure student records.
- Coordinate placement testing and support the administrative side of the enrollment process.

- Work alongside your Student Services colleagues to support students and keep things moving

What You'll Bring:

We are looking for someone who combines organization with a genuine ability to connect with people. You should be comfortable representing WETCC in the community, communicating with a wide range of people, and keeping multiple details moving while providing a welcoming, student-centered experience.

Required Qualifications:

- Associate's degree.
- Two years of experience in the field or a related area; a combination of education and experience may be considered.
- Knowledge of co.
- computers and programs such as Microsoft Office.
- Strong interpersonal skills.
- Ability to communicate effectively through written and oral correspondence.
- Ability to work professionally with students, families, school staff, faculty, and community members.
- Ability to multitask, solve problems, and manage competing priorities.
- Ability to work effectively with a team.

Bonus Qualifications:

- Bachelor's degree.
- Knowledge of the community and Anishinaabe culture.
- Experience with student information systems.
- Strong information technology skills.
- Experience in higher education.
- Understanding undergraduate academic enrollment requirements and curricula.

What Makes You a Great Fit?

You enjoy people, connection, and helping someone figure out what's next. You are approachable so that a student feels comfortable asking a question, organized to keep details from falling through the cracks, and adaptable to move from school visit to an admissions file without missing a beat.

You might be a great fit if you:

- Enjoy meeting new people and building genuine relationships.
- Can make prospective students feel welcome and comfortable from the first conversation.
- Are someone others can count on to follow through.
- Enjoy being out in the community and representing WETCC.
- Can balance the big picture of recruitment with the small details that make the admissions process work.
- Value collaboration, community, and contributing to a College grounded in Anishinaabe culture, values, and traditions.

Starting Salary: \$24.00/hour

Position Type: Full-time, non-exempt

Hours of Work: Monday – Friday, 8:00am – 4:30pm. Frequent weekend and evening hours

Location: White Earth Tribal and Community College Campus, Mahnomen, Minnesota

Why Join WETCC?

At White Earth Tribal and Community College, you'll find more than a career; you'll find a community committed to education, culture, and service.

We believe that professional and cultural growth go hand in hand. Whether you're familiar with Anishinaabe culture or beginning your learning journey, WETCC offers opportunities to deepen your cultural understanding through campus events, ceremonies, feasts, and community engagement. We value lifelong learning and encourage employees to grow both professionally and personally while contributing to a supportive and collaborative workplace.

As a member of our team, you'll also enjoy:

- A comprehensive benefits package, including medical, dental, and vision insurance
- Employer paid life and disability insurance
- Health Savings Account (HSA) with employer contributions
- Traditional and Roth 401(k) with up to a 5% employer match
- Generous paid time off, including annual and sick leave
- Professional development and continuing education opportunities
- A collaborative, mission-driven workplace that values respect, inclusion, and service
- Nineteen (19) paid holiday's off.

Who We Are

White Earth Tribal and Community College is a tribally controlled college dedicated to providing accessible, high-quality education while honoring Anishinaabe culture, language, and traditions. Since 1998, WETCC has served the White Earth Reservation and surrounding communities by

empowering students through higher education, workforce development, and lifelong learning opportunities.

Our mission and vision are rooted in community, culture preservation, and student success. We believe education transforms lives, strengthens families, and builds stronger communities.

For more information, please visit our website: www.wetcc.edu

Equal Employment Opportunity Employer

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.