



POSITION ANNOUNCEMENT

Leech Lake Tribal College President

Open Until: May 20th, 2021

The Board of Trustees of the Leech Lake Tribal College invites applications for the position of President of the College.

The Leech Lake Tribal College (LLTC) is an accredited, two-year, degree granting college seeking a qualified and engaging president to lead faculty, staff, students, and community stakeholders in fulfilling its mission of providing quality higher education grounded in Anishinaabe values. Applicants must have a EdD or earned doctorate degree. Masters only and ABD candidates will not be considered.

Preference in filling vacancies is given to qualified American Indian candidates in accordance with the Indian Preference Act of 1934, (Title 25, USC Section 472).

Interested applicants must submit a cover letter, resume/curriculum vitae, one-page statement of educational philosophy, and names and contact information for three to five professional references. Additional information can be found at <https://www.lltc.edu/>

Applications should be directed to:

Human Resources Department, Leech Lake Tribal College

Email: melissa.mcfarlane@lltc.edu

Phone: (218) 335-4261

Mail: Leech Lake Tribal College Presidential Search

P.O. Box 905 Bemidji, MN 56619-0905



LEECH LAKE TRIBAL COLLEGE POSITION DESCRIPTION

POSITION TITLE: President
DEPARTMENT: Administration
CLASSIFICATION: Exempt
REPORTS TO: Board of Trustees

PRIMARY FUNCTION:

The President of Leech Lake Tribal College will serve as the Chief Executive Officer and is the responsible agent for the total operation of the college. The President has full authority to administer and manage day-to-day operations of the college. As such, the President shall exercise broad discretionary powers within policies and regulations. The President will participate in policy-making in partnership with the Board of Trustees.

The President will be entrusted to provide visionary educational leadership which fosters community both inside and outside the college, especially with tribal communities and institutions, but also with those entities that will enrich the college and its students.

ACCOUNTABILITY:

The President shall work under the direction of the Leech Lake Tribal College Board of Trustees and shall be directly responsible to the Board. The President shall administer the College in conformity with the approved policies of the Board, rules and regulations of the appropriate accreditation body, and applicable tribal, state and federal laws.

RESPONSIBILITIES:

The President plans, organizes, and administers the day-to-day operations of the Tribal College. The President hires, supervises, and evaluates faculty and staff, or delegates those responsibilities appropriately. The President will work with other associates within the Leech Lake Band of Ojibwe and may serve on tribal-wide committees.

The President will maintain effective working relationships with students, staff, and faculty. The President must have knowledge of Tribally-Controlled Community College educational philosophy and management, administrative practices and procedures, as well as college curricula and instructional programs. The President will also develop and maintain working relationships with associates from other educational institutions.

The President will work closely with the Board of Trustees to coordinate the strategic planning process and to develop a strategic plan for the college. The President will lead the annual budget and planning process for the college, including the development and presentation of the budget, with input and direction from the Board of Trustees. The President is also responsible for consistent monitoring of the budget throughout the fiscal year, and for ensuring compliance with the requirements of all funding agencies.

The President will facilitate a productive and positive worksite for all employees, as well as an environment that promotes lifelong learning and respect for individuals. The President of Leech Lake Tribal College will be expected to lead the college by example and by motivating others to meet the following challenges and opportunities:

DUTIES:

1. Visionary leadership

The President of Leech Lake Tribal College will be expected to provide visionary leadership which fosters community both inside the college and with American Indian and regional communities in support of the college's vision statement.

2. Internal leadership

The President of Leech Lake Tribal College will be expected to provide leadership in an effort to serve the tribal membership and to achieve academic excellence that is reinforced by Anishinaabe values. Leadership practices will be modeled in human resource management, professional development, and in fostering teamwork among the faculty, staff and students of LLTC.

3. Campus facilities

The President of Leech Lake Tribal College will provide leadership in the development and implementation of long-term campus capital projects envisioned for the college. The President will strive to ensure that state-of-the-art technology is incorporated throughout all campus facilities and programs.

4. Partnerships

The President of Leech Lake Tribal College will be expected to develop programs and activities that will enhance and expand partnerships with the business community in northern Minnesota;

The President of Leech Lake Tribal College will also be expected to provide leadership and enhance the positive relationships that the college enjoys with K-12 educational institutions, as well as with MN tribal schools, and with higher education institutions in the region.

5. Community Development

The President of Leech Lake Tribal College will provide leadership in assessing needs for current community educational programs that support the mission of the college and facilitate implementation of its goals and objectives;

The President of Leech Lake Tribal College will provide leadership and support to facilitate the further development of new community instructional programs which support the long term vision of the college.

6. Student Services

The President of Leech Lake Tribal College will provide leadership by developing strategies that will stabilize enrollment trends and increase full-time student enrollment; The President of Leech Lake Tribal College will provide strong visionary leadership in the development of a student-centered culture that ensures access, sustains educational excellence, fosters student development, and supports high levels of student achievement.

7. Accreditation

The President of Leech Lake Tribal College will lead the college and its constituents in maintaining full accreditation for the institution by ensuring that all accreditation standards are implemented and followed.

QUALIFICATIONS

- EdD or earned Doctorate degree from an accredited institution required. Masters only and all but dissertation (ABD) status candidates will not be considered.
- Minimum of three years of successful senior level administration experience in higher education or its equivalent
- Experience in leading higher education accreditation processes
- Demonstrated achievement in budgeting and financial management
- Demonstrated success in organizational management
- Demonstrated ability to work effectively with staff and faculty
- Ability to establish and maintain positive relationships with tribal leaders and the community members
- Evidence of strong human relations and interpersonal skills
- Excellent oral and written communication skills
- Established record of successful academic leadership
- Experience in curriculum and program development
- Teaching experience at the post-secondary level
- Demonstrated knowledge of Anishinabe/Indigenous nationhood's, including land base, governance and history; sensitivity to indigenous culture and in particular, Anishinaabe culture
- Ability to effectively communicate the mission, philosophy, and goals of the College
- Experience in the use of technology to promote teaching and learning
- Experience in conflict resolution
- Ability to build morale, to motivate, and to relate to students, faculty, and staff

LICENSES AND OTHER REQUIREMENTS

Possess (or ability to obtain if re-locating from out of state) and maintain a valid Minnesota driver's license and current auto insurance.

Must be in good standing with the community.

Ability to pass pre-employment drug test and criminal background checks.

Native American Preference.

President Signature: _____ Date: _____

Chairperson of the
Board of Trustees Signature: _____ Date: _____