



CANKDESKA CIKANA COMMUNITY COLLEGE

Spirit Lake Dakota Nation

Vanessa Thomas
Human Resources Director

PO Box 269, Fort Totten, ND 58335
701.766.1333 ph • 701-766-1320 fax
www.littlehoop.edu • vanessa.thomas@littlehoop.edu

VACANCY ANNOUNCEMENT

Position Title: Academic Program Coordinator & Transfer Specialist (Full-time)
Supervisor: Co-Academic Deans
Opening Date: September 22, 2020
Closing Date: Open Until Filled
Salary: DOQ

QUALIFICATIONS:

- Bachelor's degree from an accredited institution in Public Health, Administration, Education, or related field. *Prefer a Master's degree in Public Health or related degree.*
- Work experience in career development, financial aid or academic advising in a college/university setting, preferred.
- Exhibits professionalism and punctuality.
- Strong communication and organizational skills.
- Ability to work harmoniously and collaboratively with students, faculty, staff, administrators and other constituencies.
- CCCC is required to give preference to qualified Native American Indian applicants in accordance with the Tribal Employment Rights Ordinance (TERO), Charter 15-4-101 requirements as outlined within CCCC Personnel Policy 207. CCCC is an Equal Opportunity Employer.

Condition of Employment: Employment is contingent upon completion of a satisfactory criminal background check and drug screening.

JOB DUTIES & RESPONSIBILITIES:

- Provide academic advising regarding academic transfer programs: including interpretation of placement scores, unofficial review of transcripts, and course prerequisites.
- In collaboration with Student Success Team, work with students on academic warning and suspension.
- Help process applications for transfer students.
- Support students with transfer of financial aid.
- Assist students with bookstore order.
- Provide listing of resources available to them at transfer college (such as tutors, cultural events/activities, meal tickets, etc).
- Coordinates student development activities by recruiting and placing American Indian students with summer research programs, making presentations at community events (for example, career fairs), and conducting site visits of summer research programs.
- Reviews applications for student scholarships to ensure that student awardees receive financial support in timely manner.
- Provides one-on-one academic advising to students using email and telephone communications.
- Promotes summer research programs and other student development activities using various media (for example, newspaper, radio ads, and web).
- Maintains existing partnerships with area universities; seeks to develop new opportunities on behalf of American Indian students in the region by establishing contacts with area universities and relevant professional organizations.
- Assists with the development, implementation, and maintenance of an online tracking database and student registry.
- Develops, compiles and disseminates informational resources to students and to health professions program faculty/staff to increase awareness and knowledge of opportunities in research and the health professions.
- Facilitates the development of collaborative opportunities between tribal colleges and universities on clinical and educational research projects.
- Submits quarterly progress reports of activities in compliance with funding agency requirements.
- Performs other duties relevant to Position Description.

GENERAL INFORMATION: A complete application shall consist of CCCC Application for Employment, cover letter, resume, three reference letters or list three references of individuals familiar with your preparation/experience, and copy of unofficial college transcript (Official copy required if hired). Persons claiming Indian and/or Veteran Preference must provide proof with application. **Incomplete applications will not be considered.** To apply, submit all requested material to: Human Resource Office, Cankdeska Cikana Community College, PO Box 269, Fort Totten, ND 58335. For more information please call 701.766.1333 or visit our website at www.littlehoop.edu.

STATEMENT OF POLICY ON NON-DISCRIMINATION

Cankdeska Cikana Community College will not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, gender, sexual orientation, disability, age, religion, ancestry, or any other legally protected classification. Announcement of this policy is in accordance with Federal law, including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Inquiries or concerns may be referred to the Title IX Coordinator, Cankdeska Cikana Community College, (701)766-1131 or 1-888-783-1463 or to the Office of Civil Rights, US Department of Education, 500 W. Madison Street Suite 1475 Chicago, IL 60661.

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CCCC is an EO/AA college.