

Vacancy



**CANKDESKA CIKANA
COMMUNITY COLLEGE**

Spirit Lake Tribe

Position Title: Administrative Assistant
Supervisor: Dean of Administration
Opening Date: September 29, 2021
Closing Date: Until Filled
Salary: DOQ

QUALIFICATIONS:

- Associates degree in Office Technology, Business Administration or related field required.
- Commitment to professional standards of confidentiality.
- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, and other office procedures.
- Strong computer/technology skills.
- Strong communication, organizational, and multi-tasking skills.

SUMMARY OF JOB DUTIES & RESPONSIBILITIES:

- Establish, update, and maintain program files, inventories, and records.
- Research information, compile statistics, and gather and compute various data.
- Plan meetings and conferences, handle travel arrangements as needed.
- Prepare reports and instructional material.
- Order office supplies and equipment as needed.
- Enhance professional growth and development through participation in educational programs, in-services and workshops.
- Participate in 1-2 College Committees.
- Participate in increasing knowledge of Dakota culture and language.
- Other duties as assigned.

Appointment will be subject to the applicant's successful completion of a satisfactory criminal background check and drug screening. CCCC gives preference to qualified Native American's and Veterans in accordance with the Spirit Lake Tribal Employment Rights Ordinance (TERO). CCCC is an EEOC Employer.

Contact: Human Resource Office 701-766-1309

Submit Resume/Application with supporting documents to sheri.diehl@littlehoop.edu

Visit our website www.littlehoop.edu for an online application

