

# Vacancy



**CANKDESKA CIKANA  
COMMUNITY COLLEGE**

*Spirit Lake Tribe*

**Position Title:** Commercial Driver/Instructor  
**Supervisor:** Academic Deans  
**Opening Date:** January 10, 2022  
**Closing Date:** Open Until Filled  
**Salary:** DOQ

## **SUMMARY OF WORK:**

Responsible for providing instruction and supervision of work experience activities of students enrolled in the CDL Program.

Hold an appropriate class of CDL and have either:

1. A minimum of two years of experience driving a commercial motor vehicle requiring a CDL; or
2. A minimum of two years of experience as a behind-the-wheel commercial motor vehicle instructor.

## **QUALIFICATIONS:**

- A minimum of two years of experience in the transportation industry.
- Must have or had a North Dakota Class "A" Commercial Driver License; and able to obtain a Medical Card.
- Must complete State Career and Technical Education certification.
- Previous training or instructor experience preferred.
- Familiar with using computers and technology in the workplace.
- Familiar with FMSCA Regulations.

## **SUMMARY OF JOB DUTIES & RESPONSIBILITIES:**

- Prepare and implement lesson plans for the Professional Driving Program.
- Assist in sustaining the program within the college and the community.
- Maintain various reports such as attendance, grades as required by administration and FMSCA.
- Participate in student assessment activities.
- Establish and monitor a work-based learning plan for each student enrolled in the program. Ensure that each student is maintaining the appropriate number of hours on the road, and class time.
- Update and maintain curriculum to meet FMCSA standards. Update and maintain course syllabi as needed.
- Advise students enrolled in the Professional Driving program. Maintain advisee file for each student.
- Select and obtain textbooks, materials and supplies related to the CDL program.
- Serve on College Committees as assigned.
- Attend all scheduled college functions and meetings as required.
- Promote and recruit students for Cankdeska Cikana Community College.
- 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.**

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Contact: Human Resource Office 701-766-1309

Submit Resume/Application with supporting documents to [sheri.diehl@littlehoop.edu](mailto:sheri.diehl@littlehoop.edu)

Visit our website [www.littlehoop.edu](http://www.littlehoop.edu) for an online application

