



**CANKDESKA CIKANA
COMMUNITY COLLEGE**
Spirit Lake Dakota Nation

Vanessa Thomas
Human Resources Director

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VACANCY ANNOUNCEMENT

Position Title: Dakota Studies Instructor (Full or Part Time)
Supervisor: Academic Dean
Opening Date: March 2, 2020
Closing Date: Open Until Filled
Salary: DOQ

Preferred Qualifications:

- Master's degree in American Indian Studies; will consider Master's in Education (or related discipline).
- Spirit Lake Tribal member or other tribal affiliation - 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.

Minimum Qualifications:

- Associate's degree in Dakota Studies or American Indian Studies, but will consider Liberal Arts.
- Accepted into bachelor's program for Education and/or Dakota Studies or American Indian Studies (or related discipline).
- Teaching experience.

Condition of Employment: Appointment is subject to the applicant's successful completion of a background check and drug testing.

Duties & Responsibilities:

- Provide effective instruction utilizing innovative methods that includes technology applications.
- Facilitate and engage students in the learning process to assure successful student outcomes.
- Assess student learning for all assigned classes using CCCC course, program, and essential outcomes as a guide.
- Develop course curricula, syllabi (using the institutional template), handouts, lectures, labs, and/or presentations.
- Select textbook and/or online educational resources and other materials.
- Reinforce student knowledge/awareness about course requirements, evaluation procedures and attendance requirements (per syllabi).
- Be available to, and communicate with, students during office hours, and via email, phone, or personal conferences.
- Serve as an advisor and/or mentor (to students but also to other faculty/staff).
- Maintain timely coursework/student records, attendance, and grades through Empower system in accordance with FERPA regulations.
- Pursue and participate at professional development forums in technological/pedagogical advances that promote student learning.
- Attend CCCC staff and faculty meetings; commencement/ceremonies; other educational forums.
- Participate on CCCC committees as assigned.
- Improve/enhance/promote the teaching and learning of Dakota culture, history, and language.
- Assist in supporting CCCC's Dakota Studies program and the goal to provide a bachelor's program.
- Other duties as assigned by supervisor.

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 professional 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.** Applications should be submitted 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)766-1124 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.

Think Dakota • Live Dakota

CCCC is an EO/AA college.