



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

Human Resource Office

Vanessa Thomas, HR Director

PO Box 269, Fort Totten, ND 58335

701.766.4415 ph 888.783.1463 toll free 701-766-4077 fax

www.littlehoop.edu

VACANCY ANNOUNCEMENT

Position Title: Educational Advisor
*Talent Search TRIO Program
Warwick Public School/Minnewaukan Public School*

Supervisor: Talent Search Director

Opening Date: February 20, 2018

Closing Date: March 6, 2018

Salary: DOQ

QUALIFICATIONS:

- Prefer Bachelor's degree in Education, Social Work, or related field required. *Minimum of an Associate's degree in Education, Social Work, or related field with two or more years of related work experience.*
- Experience working with low income and/or disadvantaged students.
- Strong communication and organizational skills.
- Ability to meet deadlines, work within grant parameters.
- Proficient in Microsoft Office software.

PREFERRED QUALIFICATIONS:

- Background in career development, financial aid, or academic advising.
- Experience as a low income, first generation college student.
- Experience with Blumen software.

Condition of Employment: Appointment will be subject to the applicant's successful completion of a background check.

JOB DUTIES & RESPONSIBILITIES:

- Meet with students, individually and in groups, to disseminate information regarding the Talent Search program. Will be working with local target middle and high school students.
- Provide referral of students to other service agencies as appropriate.
- Follow up with school personnel on notification of Talent Search participants who are having academic or attendance problems.
- Provide academic tutoring.
- Assist students with completion of Talent Search applications.
- Maintain record keeping necessary to document level of effort and services provided.
- Adhere to policies protecting the confidentiality of students.
- Serve as a team member in the development of Individual Plan of Service (IPS) for students.
- Prepare written monthly reports of activities.
- Maintain a participant contact log.
- Cooperate with other staff members and staff of the target schools.
- Flexible/extended hours and some travel required.
- Participate in various training or in-services that may be offered for college faculty and staff.
- Other duties as assigned by the Talent Search Director.

al (cu)

GENERAL INFORMATION: A complete application shall consist of a Cover letter, Resume, CCCC Application for Employment, three reference letters or list three references of individuals familiar with your preparation/experience, and a copy of unofficial college transcripts (*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 Academic Dean, Cankdeska Cikana Community College, (701)766-1309 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