



CANKDESKA CIKANA COMMUNITY COLLEGE

Spirit Lake Tribe

Vanessa Thomas
Human Resources Director

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VACANCY ANNOUNCEMENT

Position Title: ENGLISH INSTRUCTOR (Online Part-Time Adjunct)
Supervisor: Co-Academic Deans
Opening Date: September 23, 2020
Closing Date: Open Until Filled
Salary: DOQ/Online Part-Time Adjunct (10-Month)

PREFERRED QUALIFICATIONS:

- M.S. in English Education.
- Proficiency in Distance Learning.
- Two or more years of experience in teaching online courses in secondary or higher education.
- 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:

- Minimum of a bachelor's degree in English Education required and/or a minimum of 18 graduate credits in English with the ability to obtain a M.S. in English Education by fall 2021.
- Minimum two years of teaching experience and willingness to be flexible in class scheduling.
- Experience with online teaching and familiar with Zoom online conferencing technology.

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

SUMMARY OF JOB DUTIES & RESPONSIBILITIES:

- Provide effective instruction, facilitate student learning, and perform evaluations of student learning for all assigned classes using course, program, and essential outcomes as a guide in accordance with HLC priorities.
- Develop course curricula, syllabi (using the institutional template), handouts, lectures, labs, and/or presentations.
- Participate in program-level learning assessment; articulating program learning outcomes, choosing and administering assessment measurements, evaluating student performance, and implementing changes to improve student learning each semester.
- Work with Student Success staff to provide the best support for our students.
- Select textbook and/or online educational resources to meet instructional and learning outcomes; inform students about course requirements, evaluation procedures and attendance requirements.
- Be available to, and communicate with, students during office hours, and via email, phone, or personal conferences.
- Maintain coursework/student records, attendance, and grades through Empower in accordance with FERPA regulations; submit grades and records by established deadlines.
- Attend training to stay current in technological/pedagogical advances that promote student learning.
- Help students achieve their educational goals through formal/informal mentoring.
- Attend commencement/ceremonies appropriate to faculty member's discipline/program.
- Participate in leadership and professional organizations.
- Participate on committees as assigned, attend staff meetings, and various training and in-service that may be provided for College employees.
- Participate in increasing knowledge of Dakota culture and language.
- Respectfully cooperate and perform cross-functionality of duties.
- Other duties as assigned by supervisor.

GENERAL INFORMATION: A complete application shall consist of: Cover letter, resume or curriculum vitae, CCCC Application for Employment, three reference letters or list three references of individuals familiar with your preparation/experience and 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.** 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.

Anticipated Start Date: January 4, 2021.

Think Dakota • Live Dakota

CCCC is an EO/AA college.