



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: Executive Assistant
Supervisor: Academic Dean
Opening Date: October 31, 2017
Closing Date: November 14, 2017
Salary: DOQ

QUALIFICATIONS:

- Associates degree in Office Technology, Business Administration or related field required; Bachelor's degree preferred.
- Commitment to professional standards of confidentiality.
- Ability to work independently or as a team member.
- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, and other office procedures and terminology.
- Strong computer literacy skills.
- Strong organizational & multi-tasking skills.
- Strong verbal and written communication skills.

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

SUMMARY OF JOB DUTIES & RESPONSIBILITIES:

- Provide a high level of customer service to the public and students.
- Establish, update, and maintain files, inventories, and records; implements and maintains data management systems.
- Assist and perform functions related to faculty, including, but not limited to: faculty contracts, adjunct contracts, and faculty/student evaluations.
- Develop (write, design, proofread, draft, edit, etc.) various written documents related to assigned functions, such as policy and procedure manuals, reports, proposals, schedules, academic calendars, college catalogs, student handbooks; and other functions that fall under the office of the Academic Dean.
- Assist with regular and daily activities /duties of the Academic Dean's office.
- Provides administrative resources to the Academic Dean, including preparation of reports, compilation of curriculum data, statistical information for surveys, and preparation of accreditation materials.
- Provide support to committees as assigned, including taking minutes and maintaining electronic and hard copy files of agendas, handouts, and minutes of faculty meetings and other specified committee meetings as directed.
- Receive phone calls for faculty and supervisor and ensure messages are received.
- Plan meetings and conferences, handles travel arrangements as needed.
- Provide copier services as requested by faculty and/or supervisor.
- Order office supplies for the faculty and/or supervisor.
- Ensure confidentiality of all records/files.
- Participate in training to increase knowledge of Dakota culture and language.
- Enhance professional growth and development through participation in educational programs, in-service meetings and workshops.
- Other duties as assigned by the Academic Dean.

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 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.** 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