



# CANKDESKA CIKANA COMMUNITY COLLEGE

*Spirit Lake Dakota Nation*

**Vanessa Thomas**  
Human Resources Director

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## VACANCY ANNOUNCEMENT

**Position Title:** Executive Assistant (re-advertise)  
**Supervisor:** College President  
**Opening Date:** January 12, 2021  
**Closing Date:** January 26, 2021  
**Salary:** DOQ

### QUALIFICATIONS:

- Associate's degree in Office Technology, Business Administration or related field required; Bachelor's degree preferred.
- Two (2) or more years of experience working in an office setting.
- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, and other office procedures and terminology.
- Commitment to professional standards of confidentiality.
- Proficient in computer operations and software.
- Strong organizational & multi-tasking skills.
- Strong verbal and written communication skills.
- Ability to work independently or as a team member.
- 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.

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

### JOB DUTIES & RESPONSIBILITIES:

- Oversees general follow through or work/directives of the President and for President's Office.
- Maintains CCCC's institutional files.
- Retrieves documents and reference materials upon request.
- Coordinate meetings for the President and CCCC Board of Regents.
- Compile, prepare and upload monthly CCCC Board of Regents meeting information on Board Max.
- Record CCCC Board of Regents minutes. Once approved responsible for posting, distribution and archiving to digital records.
- Assists with follow up on President's correspondence, memos and reports, etc.
- Assists with travel arrangements for the President or CCCC Board of Regents.
- Manages appointments, calendar and schedule for the President.
- Receives, screens and distributes the President's mail as well as CCCC mail.
- Assists with planning, coordination and details of events/activities as directed by President.
- Keeps the President informed and on track with various institutional reports and other projects.
- Ensure security, integrity and confidentiality of all data, records and files.
- Participate in various training and/or in-services to enhance professional growth and development.
- Other duties as assigned by the President.

**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 transcript (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](http://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.

**Think Dakota • Live Dakota**

CCCC is an EO/AA college.