



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

Human Resource Office

Vanessa Thomas, HR Director

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www.littlehoop.edu

VACANCY ANNOUNCEMENT

Position Title: Land Grant/Natural Resource Student Apprentice (1 Position) (re-advertise)
Supervisor: Community Agricultural Coordinator
Length of Employment: Upon Hire – August 17, 2018 (Up to 40 hours/week)
Opening Date: June 25, 2018
Closing Date: July 9, 2018
Salary: \$10.00 per hour

THE POSITION:

Students will learn how the Natural Resource Department functions and gain on-the-job training in college greenhouses, community gardens, landscaping with native plants, and sustainable techniques. Students will also gain on-the-job experience in planning and presenting information for workshops on healthy living, food preservation, and food preparation.

QUALIFICATIONS:

- Current CCCC full-time, degree-seeking student in good academic standing (12 or more credits per semester). Enrollment for summer semester not required.
- Student is required to maintain at least a **2.5 grade point average**.
- The number of Wolf (SAARs) reports will be reviewed and taken into consideration when determining eligibility.
- Students must show satisfactory academic progress towards their degree.
- Commitment to professional standards of confidentiality.
- Ability to work independently and as a team member.
- Strong organizational, multi-tasking, and interpersonal skills.
- Experience operating a tractor, tiller, or doing landscaping work preferred.

SUMMARY OF JOB DUTIES & RESPONSIBILITIES:

- Keep both greenhouses clean at all times and water plants in greenhouse and throughout the campus.
- Transplant plants into larger containers or pots as needed and remove the plants that are not flourishing.
- Learn techniques of gardening in the summer
- Operate equipment such as tractors and tillers. May learn on the job.
- Separate bulk seeds and plant starters in the greenhouse for distribution to the elders in the community.
- Plant and weed the college campus vegetable gardens.
- Complete landscaping and projects on the college campus.
- Maintain the nature trail and keep it clean and accessible for the CCCC workers and public.
- Perform other duties as assigned by supervisor.

GENERAL INFORMATION: Applications are available at the Human Resources Office or Natural Resource Department. A complete application shall consist of a letter of interest, CCCC Application for the Student Apprenticeship, one faculty recommendation, copy of college acceptance letter, copy of course schedule, 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.** Completed 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)766-1133 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.

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