



# CANKDESKA CIKANA COMMUNITY COLLEGE

Spirit Lake Dakota Nation

**Vanessa Thomas**  
Human Resources Director

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## VACANCY ANNOUNCEMENT

**Position Title:** Outreach Coordinator  
**Supervisor:** Director of Student Success  
**Opening Date:** November 1, 2018  
**Closing Date:** November 15, 2018  
**Salary:** DOQ

### QUALIFICATIONS:

- Minimum of an Associate's degree required in business administration, education, or related field from a regionally accredited institution with two or more years of related work experience; Bachelor's preferred.
- Strong computer & presentation skills.
- Ability to work independently and as a team member.
- Strong verbal and professional written communication skills.
- Strong interpersonal/human relation skills.
- Ability to maintain relationships with external constituents and CCCC faculty/staff.

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

### SUMMARY OF JOB DUTIES & RESPONSIBILITIES:

- Develop and implement an Outreach Plan to increase enrollment.
- Outreach to potential students and community through social media.
- Coordinate in the development of outreach materials and provide materials to high schools, community, and those requesting information.
- Create and maintain consistent relationships with area high schools, prospective students and tribal programs.
- Coordinate training and supervision of student ambassadors to participate in outreach.
- Include faculty in outreach activities.
- Work collaboratively with area high schools and CCCC liaisons to provide higher education information and services to high school students that include but are not limited to admissions, financial aid, early enrollment, and dual credit.
- Plan and carry out annual events that bring high school counselors, administrators, and faculty to CCCC campus.
- Maintain confidential files (FERPA) and compliance with Title IV regulations while maintaining a database to track and follow-up prospective student's status.
- Organize, coordinate, and conduct college-wide and campus-specific events with schools, businesses, and service provider partners (May include occasional evenings and weekends).
- Participate in CCCC and community activities.
- Develop a network of alumni.
- Support retention and student success functions.
- Participate in increasing knowledge of Dakota culture and language.
- Participate on committees as assigned; attend staff meetings, and various training and in-service that may be provided for College employees.
- Respectfully cooperate and perform cross-functionality of duties.
- Other duties as assigned by supervisor.

**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](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 Director of Student Success, Cankdeska Cikana Community College, (701)766-1305 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**