



**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: OUTREACH COORDINATOR
Supervisor: Director of Student Success
Opening Date: March 23, 2017
Closing Date: Open Until Filled
Salary: DOQ

QUALIFICATIONS:

- Prefer bachelor's degree from a regionally-accredited institution in business administration, education, or related field. *Minimum of an Associate's degree in business administration, education, or related field with two or more years of related work experience.*
- 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 and favorable adjudication. Failure to successfully meet this requirement will be grounds for termination.

JOB DUTIES & RESPONSIBILITIES:

- Coordinate the outreach efforts for CCCC.
- Travel to area high schools, Spirit Lake Community, and conduct outreach activities.
- Identify and maintain regular contact (at least monthly) with potential and current students.
- Develop informational materials and packets.
- Assist individuals in completing college admissions material and Financial Aid Applications (FAFSA).
- Maintain confidential files.
- Make presentations to school administrators and program directors.
- Develop and maintain effective working relationships with all sectors of the Spirit Lake Community.
- Maintain a database to follow-up and track student status.
- Responsible for the outreach to students and community through media and radio announcements.
- Participate in 1-2 College Accreditation Teams. Serve on the Recruitment Team.
- Participate in various training or in-services that maybe offered for college staff on Dakota culture/language.
- Other duties as assigned by supervisor.

GENERAL INFORMATION: A complete application shall consist of: Cover letter, resume, 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.** 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 Vice President of Academics, 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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