



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

**Vanessa Thomas**  
Human Resources Director

PO Box 269, Fort Totten, ND 58335  
701.766.1333 ph • 701-766-1320 fax  
[www.littlehoop.edu](http://www.littlehoop.edu) • [vanessa.thomas@littlehoop.edu](mailto:vanessa.thomas@littlehoop.edu)

**VACANCY ANNOUNCEMENT**

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

**QUALIFICATIONS:**

- Bachelor's degree required in business, education, management, or related field from a regionally accredited institution.
- At least minimum of two (2) years successful experience in a registrar's environment; preferably at the community college level.
- Experience with IPEDS data collection and reporting requirements strongly preferred.
- Experience with collecting, analyzing, presenting institutional research data strongly preferred.
- Demonstrated management, problem solving, administrative, analytical, counseling, communication (oral/written), interpersonal, and organizational skills.
- Knowledge of data privacy policies and procedures (e.g., FERPA) and related regulations.
- Ability to stay current with federal and state regulations and guidelines.
- Ability to work harmoniously and collaboratively with students, faculty, staff, administrators and other constituencies.
- Excellent customer service orientation.

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

**SUMMARY OF JOB DUTIES & RESPONSIBILITIES:**

- Provide leadership and oversight in developing office policies and procedures to continuously improve the services provided by the Registrar's Office.
- Maintain transcripts and transcript services, certify official transcripts, and perform incoming transcript evaluation and recording.
- Follow policies and procedures that ensure that student data/records are entered, updated, processed, utilized, and stored properly both internally and externally.
- Coordinate work activities in certifying and reporting enrollment, maintaining student information, and satisfactory progress information.
- Verify mid-term grades, grade changes, and grades at the end of each term.
- Generate, run and maintain, end-of-semester reports, and transfer grades to the transcript file.
- Review and audit student transcripts for graduation and issue degrees and certificates.
- Ensure compliance with federal, and state regulations in regard to student academic records, in particular, the Family Educational Rights and Privacy Act of 1974 c (FERPA) and Title IV regulations.
- Responsible for the AIMS/AKIS reports.
- Proficient use of, and data entry into, Empower (learning and degree audit software in place at CCCC). Assist with the teaching of Empower to faculty and staff.
- Work with curriculum committee to ensure program of studies are compliant with NDUS standards.
- Participate in leadership and professional organizations
- Participate on committees as assigned, attend staff meetings, and various training and in-service that may be provided for College employees.
- Participate in increasing knowledge of Dakota culture and language.
- Respectfully cooperate and perform cross-functionality of duties.
- Other duties as assigned by supervisor.

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**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**