



CANKDESKA CIKANA COMMUNITY COLLEGE

Spirit Lake Dakota Nation

Human Resource Office

Vanessa Thomas, HR Director

PO Box 269, Fort Totten, ND 58335

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www.littlehoop.edu

VACANCY ANNOUNCEMENT

Position Title: SSS Peer Tutor (2 Positions) (re-advertise)
Supervisor: SSS Director
Length of Employment: Upon Hire – May 4, 2018 (20 hours or more/week)
Opening Date: January 29, 2018
Closing Date: February 12, 2018
Salary: \$10.00 per hour

QUALIFICATIONS:

- Current CCCC student who completed one or more semesters.
- Current CCCC student must be in good academic standing and 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.
- Must be computer literate.
- Ability to work independently and as a team member.
- Strong interpersonal and organizational skills.
- Strong verbal and written communication skills.

SUMMARY OF JOB DUTIES & RESPONSIBILITIES:

- Provide tutoring services in all subject areas to CCCC students.
- Create semester tutoring schedule with the supervisor.
- Commitment to professional standards of confidentiality.
- Maintain and record data on each student tutored.
- Perform other duties as assigned by supervisor.

GENERAL INFORMATION: Applications are available at the Human Resources or SSS Office. A complete application shall consist of a letter of interest, CCCC Tutor Application, 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)766-1309 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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