



CANKDESKA CIKANA COMMUNITY COLLEGE

Spirit Lake Dakota Nation

Vanessa Thomas
Human Resources Director

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VACANCY ANNOUNCEMENT

Position Title: SSS Advisor/Coach (1 Position)
Student Support Services TRIO Program

Supervisor: SSS Director

Opening Date: January 9, 2019

Closing Date: January 23, 2019

Salary: DOQ

QUALIFICATIONS:

- Bachelor's degree in education or related field required.
- Strong communication and organizational skills.
- Must possess excellent computer and interpersonal skills.
- Ability to meet deadlines, work within grant parameters.
- CCCC is required to give preference to qualified Native American Indian applicants in accordance with the Tribal Employment Rights Ordinance (TERO), Charter 15-4-101 requirements as outlined within CCCC Personnel Policy 207. CCCC is an Equal Opportunity Employer.

PREFERRED QUALIFICATIONS:

- Background in career development, financial aid, or academic advising.
- Experience working with low income and/or disadvantaged students.
- Previous teaching experience.

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

JOB DUTIES & RESPONSIBILITIES:

- Advise approximately 40-50 program participants on advice and assistance on course selection, degree programs, graduation requirements, campus, and community resources.
- Provide education/counseling to improve financial and economic literacy.
- Assistance in completing and applying for Federal Student Aid.
- Provide information in applying for Federal Student Aid.
- Assist students with problem solving for academic and/or financial challenges.
- Monitor retention of student.
- Conduct necessary follow-up for the Empower student attendance report.
- Provide academic tutorial sessions for SSS students.
- Plan and coordinate informational workshops for SSS students.
- Plan and coordinate career development activities/events for SSS students.
- Develop and coordinate mentoring study groups.
- Provide computer lab assistance to SSS students.
- Assist in maintaining general record-keeping for the program including BLUMEN database and student files.
- Assist with the development and implementation of other program activities.
- Participate on institutional committees.
- Participate in various training and in-services.
- Perform other duties as assigned.

GENERAL INFORMATION: A complete application shall consist of a cover letter, resume, CCCC Application for Employment, three reference letters or list three references of individuals familiar with your preparation/experience, and a copy of 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 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.

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