



**VACANCY ANNOUNCEMENT**

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

**Supervisor:** SSS Director

**Opening Date:** May 6, 2019

**Closing Date:** May 20, 2019

**Salary:** DOQ

**QUALIFICATIONS:**

- Associate's degree in education or social work or related field required.
- Preference will be given to an applicant with bachelor's degree in education or a related field.
- Strong communication and organizational skills.
- Proficient in Microsoft Office software.
- 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.
- Experience with various computer software.
- Knowledgeable in various academic subject areas.

*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.
- 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.
- Participate on institutional committees and participate in various training and in-services.
- Flexible in extended hours and some travel required.
- Perform other duties as assigned.

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**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 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](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.