



**VACANCY ANNOUNCEMENT**

**Position Title:** Community Garden Student Apprentice (2 Positions)  
**Supervisor:** Community Garden Manager  
**Length of Employment:** April 6, 2020 – August 28, 2020 (Up to 40 hours/week)  
**Opening Date:** March 3, 2020  
**Closing Date:** March 17, 2020  
**Salary:** \$12.00 per hour

**THE POSITION:**

Students will learn how a Community Garden functions and gain on-the-job training in gardening, landscaping and mowing, weeding, pollinator plants, and community building. Students will also gain on-the-job experience in planning and presenting information for workshops on healthy living, food preservation, and food preparation.

**QUALIFICATIONS:**

- Current or recently graduated CCCC full-time, degree-seeking student in good academic standing (12 or more credits per semester). Enrollment for summer semester not required.
- Student 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.
- Commitment to professional standards of confidentiality.
- Ability to work independently and as a team member.
- Strong organizational, multi-tasking, and interpersonal skills.
- Experience operating a tractor, tiller, or doing landscaping work preferred.

**SUMMARY OF JOB DUTIES & RESPONSIBILITIES:**

- Maintain the community garden, sheds, and equipment/supplies.
- Mow, plant, weed, and water plants as directed by the Community Garden Manager.
- Maintain good public relations and answer questions from community members.
- Learn to operate the tractor and tilling equipment and implement proper gardening techniques.
- Learn food preservation techniques and assist the Community Garden Manager in workshops.
- Perform other duties as assigned by supervisor.

**GENERAL INFORMATION:** Applications are available at the Natural Resource Department or Human Resources Office. A complete application shall consist of a letter of interest, CCCC Application for the Student Apprenticeship, 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](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 Title IX Coordinator, Cankdeska Cikana Community College, (701)766-1124 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.

