



CANKDESKA CIKANA COMMUNITY COLLEGE

Spirit Lake Dakota Nation

Vanessa Thomas
Human Resources Director

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VACANCY ANNOUNCEMENT

Position Title: Student Assistant (Part-time/Temporary)
Supervisor: Project Director, Talent Search TRIO
Length of employment: Upon hire – May 1, 2020 (20 hours or more/week)
Opening Date: September 6, 2019
Closing Date: September 20, 2019
Salary: \$12.00 per hour

This is a part-time, temporary position (20 hours or more per week) to begin employment upon hire. Employment will end on May 1, 2020 with a possibility of extending employment, dependent upon funding.

QUALIFICATIONS:

- Current CCCC student who completed one or more semesters. Enrollment for summer semester not required.
- 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.
- Commitment to professional standards of confidentiality.
- Ability to work independently or as a team member.
- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, and other office procedures and terminology.
- Strong computer literacy skills.
- Strong organizational & multi-tasking skills.
- Strong verbal and written communication skills.

SUMMARY OF JOB DUTIES & RESPONSIBILITIES:

- Acts as receptionist for program staff.
- Prepares Director's approval for time sheets, purchase requisitions, and travel documents.
- Makes copies of all program documents and file.
- Makes reservations for staff and participant travel.
- Types reports, staff meetings, letters and other materials for the project.
- Enters all student data information into the database, including tutoring sign-in sheets.
- Prepares and maintains project and student files.
- Distributes program flyers of events to all tribal entities and area programs.
- Participates in all program meetings, including activity planning.
- Assists program director in preparing and submitting electronic annual reports and year end final report.
- Adhere to student confidentiality procedures.
- Participate in various training and/or in-services to enhance professional growth and development.
- Other duties as assigned by the Project Director.

GENERAL INFORMATION: Applications are available at the Human Resources Office. A complete application shall consist of a letter of interest, CCCC Application for Employment, 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 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.

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CCCC is an EO/AA college.