



**CANKDESKA CIKANA
COMMUNITY COLLEGE**
Spirit Lake Dakota Nation

Vanessa Thomas
Human Resources Director

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VACANCY ANNOUNCEMENT

Position Title: Student Math Tutor (1 Position)
Supervisor: Director of ICE-TI
Length of employment: Upon Hire – April 30, 2021 (Up to 20 hours/week)
Opening Date: January 7, 2021
Closing Date: Open Until Filled
Salary: DOQ

QUALIFICATIONS:

- Current CCCC student in good academic standing.
- Student is required to maintain at least a **2.5 grade point average**.
- Preference will be granted to current CCCC students that have completed College Algebra with a 'B' or better.
- Maintain attendance rate of 75% or higher in all CCCC courses.
- Exhibit professionalism.
- Exhibit punctuality.
- Strong verbal and social skills.

Condition of Employment: Employment is contingent upon completion of a satisfactory criminal background check and drug screening.

JOB DUTIES & RESPONSIBILITIES:

- Provide math tutoring services for CCCC students online or in-person where appropriate and according to CCCC policies. Tutor within math classes as designated by supervisor.
- Create weekly tutoring schedule with supervisor.
- Commitment to professional standards of confidentiality.
- Maintain a high level of professionalism.
- Perform other duties as needed, including math lab maintenance and maintaining weekly logs.
- Complete required tutor training and attend required tutor meetings.

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)766-1131 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.