

# Vacancy



CANKDESKA CIKANA  
COMMUNITY COLLEGE

*Spirit Lake Tribe*

**Position Title:** Student Math Tutor (2 positions)  
**Supervisor:** Director ICE-TI II  
**Opening Date:** 9/14/2021  
**Term of Employment:** Hire Date – April 29, 2022 (up to 20 hours/week)  
**Closing Date:** Until Filled  
**Salary:** \$14/hour

## **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 who 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.

## **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 or on the college website. 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*). **Incomplete applications will not be considered.**

**CCCC gives preference to qualified Native American's and Veterans in accordance with the Spirit Lake Tribal Employment Rights Ordinance (TERO). CCCC is an EEOC Employer.**

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Contact: Human Resource Office 701-766-1309  
Submit Resume/Application with supporting documents to [sheri.diehl@littlehoop.edu](mailto:sheri.diehl@littlehoop.edu)  
Visit our website [www.littlehoop.edu](http://www.littlehoop.edu) for an online application

