



# CANKDESKA CIKANA COMMUNITY COLLEGE

Spirit Lake Tribe

## Vacancy Announcement/ Job Description Human Resource Office

PO Box 269, Fort Totten, ND 58335  
701.766.1309 ph • 701-766-1320 fax  
[www.littlehoop.edu](http://www.littlehoop.edu) • [sheri.diehl@littlehoop.edu](mailto:sheri.diehl@littlehoop.edu)

**Position Title:** Student Recruiter/Research Officer  
**Supervisor:** Brent Voels, Science Instructor  
**Opening Date:** May 11, 2021  
**Closing Date:** Until Filled  
**Salary:** DOQ

### QUALIFICATIONS

- Organizational & multi-tasking
- Research experience/education
- Skilled in verbal and written communication
- Expertise in Problem-solving with focus on customer service
- Computer knowledge and understanding of MS Office
- Commitment to professional standards of confidentiality
- Prefer Bachelor degree in a field which required IRB research process

### JOB DUTIES & RESPONSIBILITIES

- Ability to build relationships with middle and high school students, parents, staff, and faculty
- Recruitment of participants in middle and high school while maintaining integrity of the research project
- Ability to help middle/high school students and their parents to understand the research process
- Plan, develop, and implement strategies for generating activities which increase middle and high school students' interest in STEM programs and careers
- Plan, develop, and implement strategies for generating activities which increase middle and high school students' interest in furthering their education
- Provide customer service problem solving when working with students, parents, staff, and faculty
- Coordinate and provide a listing of resources to participants in the event of support needed by participant
- Assist in the planning, developing, and implementing the ND INBRE Biotechnology Boot Camp to be held at CCCC including recruitment of up to 4 undergraduate students to be employed at 20 hours per week, between \$10-15 per hour
- Prepare monthly, quarterly, and year-end progress reports

**GENERAL INFORMATION:** a complete application shall consist of a cover letter, resume, CCCC application for employment, three reference letters or list three professional references, and a copy of an unofficial college transcript. An official transcript and completion of a satisfactory criminal background check and drug screening will be 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 Vice President of Academics, Cankdeska Cikana Community College, (701)766-1133 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.