



CANKDESKA CIKANA COMMUNITY COLLEGE

Spirit Lake Tribe

Vacancy Announcement/ Job Description Human Resource Office

PO Box 269, Ft Totten, ND 58335
701.766.1309 Phone – 701.766.1119 Fax
sheri.diehl@littlehoop.edu

Position Title: Student Research Apprentice (4 Positions)
Supervisor: Science Instructor
Opening Date: April 1st, 2021
Closing Date: May 7th, 2021
Length of employment: June 1st 2021 – August 6th, 2021 (Up to 40 hours/week)
Salary: DOQ

QUALIFICATIONS:

- Current college student in good academic standing.
- 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.
- Preference will be granted to students who are majoring in STEM.
- Previous work experience on research projects conducted at CCCC will be taken into consideration.
- Exhibit professionalism.
- Exhibit punctuality.
- Strong verbal and social skills.

Condition of Employment: Appointment will be subject to the applicant's successful completion of a background check.

JOB DUTIES & RESPONSIBILITIES:

- Perform basic laboratory techniques.
- Perform requested experiments related to current research project(s).
- Present research findings at various symposiums and conferences.
- Commitment to professional standards of confidentiality.
- Maintain a high level of professionalism.
- Perform other duties as needed.

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 Director of Student Success, Cankdeska Cikana Community College, (701)766-1305 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.