



**VACANCY ANNOUNCEMENT**

**Position Title:** Student Math Tutor (2 Positions)  
**Supervisor:** Math Coordinator  
**Opening Date:** October 20, 2017  
**Closing Date:** October 27, 2017  
**Length of employment:** Upon Hire – December 8, 2017 (20 hours/week)  
**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.
- The number of Wolf (SAARs) reports will be reviewed and taken into consideration when determining eligibility.
- 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:**

- Provide math tutoring services for CCCC students.
- Create weekly tutoring schedule with supervisor.
- 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

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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.