



CANKDESKA CIKANA COMMUNITY COLLEGE

Spirit Lake Dakota Nation

Vanessa Thomas
Human Resources Director

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VACANCY ANNOUNCEMENT

Position Title: Talent Search Director
TRIO Talent Search Program
Supervisor: Director of Student Success
Opening Date: October 29, 2018
Closing Date: November 12, 2018
Salary: DOQ

QUALIFICATIONS:

- Master's degree preferred in Educational Leadership, Social Work, or related field. *Minimum of a bachelor's degree in Education, Social Work, or related field with two or more years of related work experience required.*
- Preference will be given to an individual with experience directly related to TRIO/Talent Search Program at a Tribal College.
- Experience working with low income and/or disadvantaged students.
- Strong communication and organizational skills.
- Ability to meet deadlines, work within grant parameters.
- Proficient in Microsoft Office software.
- CCCC is required to give preference to qualified Native American Indian applicants in accordance with the Tribal Employment Rights Ordinance (TERO), Charter 15-4-101 requirements as outlined within CCCC Personnel Policy 207. CCCC is an Equal Opportunity Employer.

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

JOB DUTIES & RESPONSIBILITIES:

- Provide direction, leadership, and overall management for a multi-year TRIO Program grant.
- Work with the CCCC Business Office to ensure the fiscal integrity of the project of the integrity of the project in accordance with grant management policy.
- Supervise and coordinate the Talent Search staff including Academic Advisors and Student Assistant.
- Plan, organize, and direct project services for Middle and High School students within the area schools (Four Winds School, Warwick Public School, Minnewaukan Public School, Devils Lake Public School, and Oberon School).
- Provide services to participants who are referred by instructors at target schools.
- Provide leadership to staff in meetings with project staff, target school administrators, and participants to discuss progress.
- Schedule student visits to other campuses for exploration visits and cultural activities.
- Coordinate all data/statistics required for program and institution.
- Prepare monthly reports of activities and submit timely monthly, quarterly, and annual reports.
- Maintain record keeping necessary to document level of effort and services provided.
- Adhere to policies protecting the confidentiality of students.
- Cooperate with other staff members and staff of the target schools.
- Flexible/extended hours to include evenings/weekends and some travel required.
- Participate in various training or in-services that may be offered for college faculty and staff.
- Other duties as assigned by the supervisor.

GENERAL INFORMATION: A complete application shall consist of a Cover letter, Resume, CCCC Application for Employment, three reference letters or list three references of individuals familiar with your preparation/experience, and a 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.** 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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