

# Vacancy Announcement



CANKDESKA CIKANA  
COMMUNITY COLLEGE

Spirit Lake Tribe

**Position Title:** Administrative Assistant (Readvertised)

**Salary:** \$18.00/hour + DOQ

**Supervisor:** Head Start Director

**Opening Date:** March 11, 2025

**Closing Date:** Until Filled

## QUALIFICATIONS:

- Associate degree in Business Administration or a related field preferred.
- Previous experience in an administrative role preferred.
- Experience working with children and/or families preferred.
- Strong organizational skills with attention to detail and accuracy in documentation.

## SUMMARY OF JOB DUTIES & RESPONSIBILITIES:

- Answer and direct all incoming phone calls professionally and efficiently.
- Greet and assist all external stakeholders, including parents, visitors, and community partners, ensuring a welcoming and professional environment.
- Process and track all purchase requisitions for the center, ensuring accuracy and timely approvals.
- Manage and maintain the center's alert system for text notifications and emergency communications.
- Utilize and update ChildPlus and ConnectTeam systems for accurate data entry, tracking, and reporting.
- Maintain an organized and efficient system for record management, ensuring compliance with Head Start regulations and organizational policies.
- Provide administrative support, including scheduling meetings, preparing correspondence, and maintaining office files.
- Assist with staff and parent communications, including drafting and distributing memos, emails, and newsletters.
- Monitor office supplies and place orders as needed.
- Support the coordination of trainings, events, and other program activities.
- Maintain confidentiality of sensitive information and adhere to all data privacy regulations.
- Perform other duties as assigned to support the efficient operation of the center.

**GENERAL INFORMATION:** A complete application shall consist of cover letter, current curriculum vitae or resume, CCCC Application for Employment, three reference letters or list three references of individuals familiar with your preparation/experience, 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.** Applications should be submitted to: Human Resource Office, Cankdeska Cikana Community College, PO Box 269, Fort Totten, ND 58335. For more information, please call 701.766.1309 or visit our website at [www.littlehoop.edu](http://www.littlehoop.edu).

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Contact: Human Resource Office 701-766-1309

Submit Resume/Application with supporting documents to [vanessa.thomas@littlehoop.edu](mailto:vanessa.thomas@littlehoop.edu)

Visit our website [www.littlehoop.edu](http://www.littlehoop.edu) for an online application

