



# CANKDESKA CIKANA COMMUNITY COLLEGE

PO BOX 269  
FORT TOTTEN, NORTH DAKOTA 58335  
(701) 766-4415

## VACANCY ANNOUNCEMENT

**Position Title:** (2) Advisor/Instructor - extended  
*Student Support Services TRIO Program*

**Opening Date:** August 2, 2011

**Closing Date:** August 16, 2011

**Salary:** DOQ

### QUALIFICATIONS:

- Bachelors degree in education or related field required
- Strong communication and organizational skills
- Must possess excellent computer and interpersonal skills
- Ability to meet deadlines, work within grant parameters

### PREFERRED QUALIFICATIONS:

- Background in career development, financial aid, or academic advising
- Experience working with low income and/or disadvantaged students
- Previous teaching experience

**Condition of Employment:** Appointment will be subject to the applicant's successful completion of a background check and favorable adjudication. Failure to successfully meet this requirement will be grounds for termination.

### JOB DUTIES & RESPONSIBILITIES:

- Provide academic advising for 30-40 students
- Teach a course(s) in area of degree
- Assist students with problem solving for academic, personal, and/or financial challenges to education
- Assist students in defining academic and career goals
- Provide study skills assistance and career awareness opportunities
- Provide tutorial sessions for student participants
- Assist participants with educational plans and document progress toward graduation and/or transfer
- Create and maintain a file for each student
- Assist participants with application processes for transferring to a four-year university
- Monitor the retention of students
- Provide alternative education to students as needed
- Assist in the planning of educational and cultural events
- Participate in 1-2 College Accreditation Teams
- Participate in various training or in-services that may be offered for college faculty and staff

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