



CANKDESKA CIKANA COMMUNITY COLLEGE

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

VACANCY ANNOUNCEMENT

Position Title: Business/Accounting Instructor
Supervisor: Vice President of Academics
Opening Date: June 14, 2011
Closing Date: Open Until Filled
Salary: DOQ

QUALIFICATIONS:

- Bachelor's degree from a regionally accredited institution with a major in Accounting, or Business Administration with Accounting emphasis, or Bachelors degree with a current CPA license.
- Effective oral and written communication skills.

PREFERRED QUALIFICATIONS:

- Doctorate or Masters degree with a major in Business.
- Teaching experience in secondary or higher education.

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:

- Serve as an instructor for classes in business and accounting. This includes determining course objectives and organizing instruction towards achieving objectives, participating in textbooks and other materials selection, instructing through lecture, discussion, demonstrations, student assessment, and etc. Normal teaching load is five courses per semester (fall, spring).
- Involvement in college/community activities is emphasized along with student advising and participation in 1-2 College Accreditation Teams.

GENERAL INFORMATION: A complete application shall consist of cover letter, CCCC Application for Employment, CV, list three academic or professional references, 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 701.766.1333 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 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.