



## Vacancy Announcement Human Resource Office

Vanessa M. Thomas, Human Resource Director 701.766.1309  
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**Position Title:** Head Start Partnership Project Assistant

**Salary:** \$20.00/hour + DOQ

**Supervisor:** Partnership Project Coordinator

**Opening Date:** December 17, 2024

**Closing Date:** Until Filled

### QUALIFICATIONS:

- Associate degree in Business Administration or related field.
- Experience in clerical roles, preferably in education.
- Proficiency in Microsoft Office Suite (Word, Excel, and Outlook).
- Strong organizational skills with attention to detail and accuracy.
- Excellent communication and interpersonal skills to maintain positive relationships with diverse stakeholders.
- Ability to manage multiple tasks and meet deadlines in a fast-paced environment.

### SUMMARY OF JOB DUTIES & RESPONSIBILITIES:

- Process and manage purchase requests for tuition payments, emergency assistance, and monthly incentives for Partnership Project participants.
- Accurately maintain participant records, ensuring all documentation is complete and up-to-date.
- Ensure record-keeping of all degrees and certifications completed by participants are accurate and up-to-date.
- Assist with data entry and report preparation related to the grant program's activities and outcomes.
- Assist with monitoring and track grant expenditures to ensure compliance with budgetary guidelines and funding requirements.
- Serve as a point of contact for Partnership Project participants, providing timely and courteous assistance regarding their inquiries and requests.
- Communicate and coordinate with Head Start staff and participants to ensure understanding of program requirements and benefits.
- Assist participants with the submission of necessary documentation for tuition, emergency assistance, and incentives.
- Maintain positive relationships with all CCCC Head Start staff and collaborate with team members to support the success of the Partnership Project.
- Provide administrative support in other areas of CCCC Head Start as needed.
- Actively participate in staff meetings and professional development opportunities.
- Ensure all activities adhere to the Partnership Project guidelines.
- Maintain confidentiality and comply with CCCC Head Start policies and procedures.

**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).

12/17/2024

**Appointment will be subject to the applicant's successful completion of a satisfactory criminal background check and drug screening. CCCC gives preference to qualified Native American's and Veterans in accordance with the Spirit Lake Tribal Employment Rights Ordinance (TERO). CCCC is an EEOC Employer.**