



## Vacancy Announcement Human Resource Office

Vanessa M. Thomas, Human Resource Director 701.766.1309  
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**Position Title:** Business/Accounting Instructor/Faculty (Readvertised)

**Annual Salary:** \$52,000 - \$65,000 **Supervisor:** Academic Dean

**Time Commitment:** 40 Hours/Week (Full-Time); 12 Month Appointment;  
In-Person (On Campus)

**Opening Date:** March 5, 2025 **Closing Date:** Until Filled

### **QUALIFICATIONS:**

- Minimum of a Master's degree from a regionally accredited institution with a major in Accounting or Business Administration with Accounting Emphasis and/or a current CPA License.

### **SUMMARY OF JOB DUTIES & RESPONSIBILITIES:**

- Provide effective instruction to facilitate student learning.
- Develop course curricula and syllabi (using the institutional template) by established deadlines.
- Participate in program, course, and institutional-level learning assessment; articulating learning outcomes, evaluating student performance, and implementing changes to improve student learning each semester.
- Work with Student Services staff to provide the best support for our students.
- Select textbook and/or online educational resources to meet instructional and learning outcomes.
- Be available to, and communicate with, students during office hours.
- Maintain coursework/student records, attendance, and grades through Empower in accordance with FERPA regulations; submit grades and records by established deadlines.
- Attend Awards ceremony, commencement and other program specific events.
- Keep current with professional development and professional organizations.
- Help students achieve their educational goals through formal/informal mentoring.
- Participate on committees as assigned, staff meetings, and various training and in-service that may be provided for College employees.
- Participate in increasing knowledge of Dakota culture and language.
- Respectfully cooperate and perform cross-functionality of duties.
- Other duties as assigned.

**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).

09/04/2024

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.