

Vacancy Announcement



CANKDESKA CIKANA
COMMUNITY COLLEGE

Spirit Lake Tribe

Position Title: Human Resource Assistant

Salary: DOQ

Supervisor: Human Resource Director

Opening Date: May 28, 2025

Closing Date: June 11, 2025

QUALIFICATIONS:

- Associate's degree in related field required. Prior human resources related experience/qualifications preferred.
- Exceptional communication skills required.
- Excellent verbal and written communication skills.
- Excellent interpersonal skills with the ability to manage sensitive and confidential situations with professionalism.
- Excellent organizational skills and attention to detail.
- Proficient with Microsoft Office Suite or related software.

SUMMARY OF JOB DUTIES & RESPONSIBILITIES:

- Responsible for supporting HR processes, procedures, and programs as needed and directed.
- Serves as the go-to person within the Human Resource (HR) Office. Communicates HR information to employees, conducts research, and responds to requests for information.
- Provide a high level of customer service to employees, visitors and community members.
- Provide administrative support. Type, edit, and review documents. Open, sort and deliver mail, prepare and edit written communication as requested, schedule/coordinate meetings, record/distribute/file minutes as needed, order office supplies/equipment, pay bills/credit cards, etc.
- Provide office coverage, answers telephone calls, responds to inquiries, and provides visitors with appropriate information.
- Maintain accurate and up-to-date human resource files, records, and documentation.
- Scan and save personnel information into the HR system.
- Perform periodic audits of HR files and records to ensure that all required documents are collected and filed appropriately.
- Assist with posting and advertising vacancies on various platforms.
- Assist with other recruiting tasks as requested.
- Assist with scheduling/coordinating interviews.
- Maintain the integrity and confidentiality of files, records, and sensitive information.
- Assist the Business Office when necessary and available.
- Keep the HR Director informed and updated on issues, projects, information, etc.
- Participate in training to increase knowledge of Dakota culture and language.
- Enhance professional growth and development through participation in educational programs, in-service meetings and workshops.
- Participate in 1-2 College Committees as assigned.
- Other duties as assigned by supervisor.

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.

Contact: Human Resource Office 701-766-1309

Submit Resume/Application with supporting documents to vanessa.thomas@littlehoop.edu

Visit our website www.littlehoop.edu for an online application

05/28/2025 *Think Dakota*

Live Dakota

