

Vacancy Announcement



CANKDESKA CIKANA
COMMUNITY COLLEGE

Spirit Lake Tribe

Position Title: Student Services Administrative Assistant/Receptionist (Readvertised)

Salary: \$18.00/hour + DOQ

Supervisor: Dean of Student Services

Opening Date: July 1, 2025

Closing Date: Until Filled

QUALIFICATIONS:

- Associates degree in Office Technology, Business Administration or related field.
- High level of confidentiality.
- Ability to work independently or as a team member.
- Knowledge of administrative and clerical procedures and systems such as Microsoft programs, managing files and records, and other office procedures and terminology.
- Strong computer literacy skills, organizational & multi-tasking skills.
- Strong verbal and written communication skills, with the ability to provide exceptional customer service as this position is usually the first point of contact for students and the community.

SUMMARY OF JOB DUTIES & RESPONSIBILITIES:

- Provide a high level of customer service by serving students and any visitors by greeting, welcoming, and directing them appropriately.
- Responsible for answering the main switchboard, answering and directing all calls accordingly.
- Provide information on the college admission procedures and college programs and answer any questions with relevant information via in-person, calls, and emails.
- Establish, update, and maintain Radix filing system, including student files, inventories, and records; implements and maintains data management systems.
- Responsible for assisting students in signing up for the Early Alert system.
- Responsible for keeping the reception area neat, clean, and stocked, and for ordering all related supplies.
- Maintain office inventory for supplies, equipment, and related purchases.
- Provide administrative support to Student Services staff with the ability to undertake a wide range of clerical, administrative, and general support duties.
- Assisting customers in the bookstore as needed.
- Participate in 1-2 college committees.
- Participate in various training and/or in-services to enhance professional growth and development.
- Participate in increasing knowledge of Dakota culture and language.
- 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.

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



05/05/25