

Vacancy Announcement



**CANKDESKA CIKANA
COMMUNITY COLLEGE**

Spirit Lake Tribe

Position Title: Professional Tutor/Instructor

Salary: \$20.00/Hour + DOQ Supervisor: Academic Dean

Opening Date: October 9, 2025 Closing Date: Until Filled

QUALIFICATIONS:

- Minimum of an Associate's degree from a regionally accredited institution; Bachelor's degree in Education or a related field preferred.
- Previous tutoring experience, formal or informal is helpful.
- Strong interpersonal/human relation skills.
- Strong verbal and professional writing communication skills.
- Strong computer skills.
- Strong mathematical skills.
- Should have a basic knowledge of study skills.
- A high level of responsibility, reliability, and punctuality.

SUMMARY OF JOB DUTIES & RESPONSIBILITIES:

- Provide effective instruction, facilitate student learning, and perform evaluations of student learning for all assigned classes using course, program, and essential outcomes as a guide in accordance with HLC priorities.
- Provide individualized, professional tutoring to students.
 - **Develop** student's skills
 - **Assist** students in improving their learning process
 - **Assess** specific needs of each student
 - **Teach** supplementary lessons as needed
- Develop course curricula, syllabi (using the institutional template), handouts, lectures, labs, and/or presentations.
- Participate in program-level learning assessment; articulating program learning outcomes, choosing and administering assessment measurements, evaluating student performance, and implementing changes to improve student learning each semester.
- Work with Student Success staff to provide the best support for our students.
- Select textbook and/or online educational resources to meet instructional and learning outcomes; inform students about course requirements, evaluation procedures and attendance requirements.
- Be available to, and communicate with, students during office hours, and via email, phone, or personal conferences.
- Be Available to tutor after hours and on weekends.
- Maintain coursework/student records, attendance, and grades through Empower in accordance with FERPA regulations; submit grades and records by established deadlines.
- Attend training to stay current in technological/pedagogical advances that promote student learning.
- Help students achieve their educational goals through formal/informal advising and mentoring; follow advising procedures and checklists when advising students.
- Attend commencement/ceremonies appropriate to faculty member's discipline/program.
- Participate in leadership and professional organizations.
- Participate on committees as assigned, attend 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 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

10/09/2025

Think Dakota



Live Dakota