

Vacancy Announcement



**CANKDESKA CIKANA
COMMUNITY COLLEGE**

Spirit Lake Tribe

Position Title: Safety/Security Officer (1 Part-Time)

Salary: \$20.00/Hour

Supervisor: Chief Security Officer

Opening Date: October 31, 2025

Closing Date: November 14, 2025

QUALIFICATIONS:

- Associates degree or Peace Officer Training Certificate preferred. Minimum of a high school diploma or GED with a minimum of one year experience in security.
- Current CPR/AED and First Aid Certification or willing to pursue.
- Preference will be granted for knowledge of college campus safety issues.
- Excellent computer skills preferably Microsoft Office Programs and ability to multi-task.
- Excellent communication and verbal/writing skills.
- Flexible work schedule (available to work evenings) as needed.
- Must be at least 21 years of age.
- Must possess a valid driver's license and reliable personal transportation.
- No physical limitations. Must be able to walk, run, lift over 50lbs and respond quickly in emergency situations.

SUMMARY OF JOB DUTIES & RESPONSIBILITIES:

- Assist in coordinating training activities, meetings, and other functions with other tribal, state, and federal law enforcement agencies.
- Assist with the development, implementation, and updates for the CCCC Emergency Procedures.
- Develop cooperative and mutual relationships and positive image with students, staff, faculty, guests, and others.
- Assist with the implementation of the safety plan through cooperation with staff, administration, and others as necessary.
- Assist with quarterly safety drills (i.e., lockdowns, fire drills, tornado drills, terrorist response training, emergency communication training, and protocol, and etc.).
- Assist with the disaster preparedness plans for campus community.
- Assist campus communication during disaster and threats.
- Coordinate campus training and education sessions to help prepare for emergency situations.
- Participate in 1-2 College Accreditation Teams
- Participate in various training and/or in-services to enhance professional growth and development
- Participate in increasing knowledge of Dakota culture and language.
- Assist with facilities and grounds upkeep.
- 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

10/31/2025

Think Dakota

Live Dakota