

Vacancy Announcement



**CANKDESKA CIKANA
COMMUNITY COLLEGE**

Spirit Lake Tribe

Position Title: Student Success Coordinator

Salary: \$20.00/Hour + DOQ

Supervisor: Dean of Student Services

Opening Date: December 1, 2025

Closing Date: Until Filled

QUALIFICATIONS:

- Minimum of Associate's degree required, Bachelor's degree preferred.
- Experience working with students in a higher education setting preferred, but not required
- Strong communication and organizational skills coupled with the ability to be a self-starter.
- An ability to speak in front of large groups would be beneficial and must be a team player.
- Exhibits professionalism and punctuality.
- Ability to work harmoniously and collaboratively with students, faculty, staff, administrators and other constituencies.

SUMMARY OF JOB DUTIES & RESPONSIBILITIES:

- Carries out activities of Outreach Plan to increase enrollment.
- Recruit potential students and provide outreach to the community through various methods.
- Create and maintain consistent relationships with area high schools, prospective students and various tribal programs to provide CCCC information and services to high school students that include but are not limited to admissions, financial aid, early enrollment, dual credit, and college credit.
- Implement events that bring high school students, counselors, administrators, and teachers and others to CCCC campus. (May include occasional evenings and weekends).
- Coordinate retention and student success activities on campus including Student of the Month and student incentive programming keeps students engaged.
- Assist the Communications & Outreach Director as needed with various tasks and/or activities, including Student Senate duties.
- Train with the Communications & Outreach Director on various tasks including but not limited to Daily News, Outreach Emails, TVs/Signage, Website, and other tasks as needed.
- Develop a network of CCCC alumni and alumni events.
- Participate in CCCC and community activities.
- Participate in increasing knowledge of Dakota culture and language.
- Participate on committees as assigned; attend staff meetings, and various training and in-services.
- Respectfully cooperate and engage with other staff and faculty in performance 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

12/01/2025

Think Dakota

Live Dakota