Vacancy Announcement

CANKDESKA CIKANA COMMUNITY COLLEGE
Spirit Lake Tribe

Position Title: **4-H Program Assistant (Part-Time: 8-20 Hours/Month)**

Salary: **$16.00/Hour** **Supervisor:** **Land Grant Director**

Opening Date: **July 7, 2026** **Closing Date:** **Until Filled**

MINIMUM QUALIFICATIONS:

- Minimum High School Diploma or GED required.
- Ability to work independently and as a team member.
- Strong oral communication skills, including presentation.
- Ability to maintain relationships with external constituents and CCCC faculty/staff.
- Possess a valid driver's license and reliable personal transportation. Ability to travel to area schools, work outside of regular business hours, and occasional overnight conference travel related to the position.
- Ability to lift a minimum of 30 lbs.

PREFERRED QUALIFICATIONS:

- Experience working with youth in a learning environment.
- Good understanding of basic science concepts as well as Dakota language and culture.
- Ability to obtain a Commercial Driver's License.

SUMMARY OF JOB DUTIES & RESPONSIBLITIES:

- Assist 4-H Program Leader with planning and delivery of 4-H STEAM (Science, Technology, Engineering, Art, and Math) educational programs for youth in person or virtually using technology as situations require.
- Assist 4-H Program Leader with collaborations with existing after school programs for youth.
- Be an active participant in professional development trainings on trauma-informed approach, 4-H Positive Youth Development, and other topics.
- Work flexible hours including after school, summer, and selected evenings and weekends.
- Travel across Spirit Lake Reservation for program delivery.
- Foster and contribute to an environment of cooperative, supportive, and positive working relationships with coworkers, volunteers, participants, and supervisor.
- Work ethically with integrity and respect confidentiality. Be professional at all times.
- Be self-directed, use effective time management skills including being prompt in attendance for work and meetings, and be fully engaged.
- 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

7/7/2026

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