



# CANKDESKA CIKANA COMMUNITY COLLEGE

*Spirit Lake Dakota Nation*

## Human Resource Office

Vanessa Thomas, HR Director

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[www.littlehoop.edu](http://www.littlehoop.edu)

### VACANCY ANNOUNCEMENT

**Position Title:** LAND GRANT COORDINATOR  
**Supervisor:** President  
**Opening Date:** June 17, 2014  
**Closing Date:** Open Until Filled  
**Salary:** DOQ

#### QUALIFICATIONS:

Bachelor's degree in Natural Resources, Sustainable Development, or related field. Demonstrated leadership, communication, and interpersonal skills. Proven ability to work effectively with diverse constituencies. Successful experience with planning, personnel, and fiscal management. Decisiveness, flexibility, and an ability to adapt to an environment of growth and change. Instructional experience in higher education and/or technical education is preferred.

***Condition of Employment:** Appointment will be subject to the applicant's successful completion of a background check and drug testing with favorable adjudication. Failure to successfully meet this requirement will be grounds for termination.*

#### JOB DUTIES & RESPONSIBILITIES:

- Provide leadership and direction for the USDA Program & departmental staff.
- Provide leadership for the growth and development of learning, discovery, and engagement.
- Teach Natural Resource course(s).
- Develop and maintain productive relationships with all external constituencies of the college.
- Perform all administrative duties necessary to manage the department including monitoring the budget and following fiscal policies.
- Insure compliance with institutional, federal and state regulations as applied to the program.
- Prepare reports to funding agency(s) and college administration.
- Conduct land grant funding searches and complete proposals approved by the CCCC Administration.
- Coordinate the Land Grant Student Internship Program.
- Provide & coordinate mentoring for students.
- Participate in training to increase knowledge of Dakota culture and language.
- Serve on 1-2 College accreditation teams.
- Participate in various training or in-services as offered for college faculty and staff
- Other duties as assigned by the President.

**GENERAL INFORMATION:** A complete application shall consist of a cover letter, resume, CCCC Application for Employment, three reference letters or list three references of individuals familiar with your preparation/experience, and a copy of 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 701.766.1333 or visit our website at [www.littlehoop.edu](http://www.littlehoop.edu)

#### **STATEMENT OF POLICY ON NON-DISCRIMINATION**

Cankdeska Cikana Community College will not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, gender, sexual orientation, disability, age, religion, ancestry, or any other legally protected classification. Announcement of this policy is in accordance with Federal law, including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Inquiries or concerns may be referred to the Vice President of Academics, Cankdeska Cikana Community College, (701)766-1133 or 1-888-783-1463 or to the Office of Civil Rights, US Department of Education, 500 W. Madison Street Suite 1475 Chicago, IL 60661.

**Think Dakota • Live Dakota**