



# CANKDESKA CIKANA COMMUNITY COLLEGE

*Spirit Lake Dakota Nation*

## Human Resource Office

Vanessa Thomas, HR Director

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### VACANCY ANNOUNCEMENT

<b>Position Title:</b>	<b>Community Research Liaison</b>
<b>Supervisor:</b>	Vice President of Academics
<b>Opening Date:</b>	September 2, 2014
<b>Closing Date:</b>	Open Until Filled
<b>Salary:</b>	DOQ/12 month – Exempt Status – Benefited

Incumbent will be responsible to create a platform to bring together Tribal communities and health researchers, from multiple disciplines, to work together in the development of cutting-edge trans- disciplinary research that will address the significant health disparities experienced by American Indians in the community, college, and state. The Community Research Liaison (CRL) will provide initiative in helping to develop the Tribal College and Spirit Lake Tribal Institutional and Community Research Review Board (TICRRB).

### QUALIFICATIONS:

- Minimum of a Bachelor's Degree in a healthcare field, social science, business or related field from a regionally accredited institution; M.S. degree preferred.
- Experience in managing projects, activities, or events
- Demonstrated experience in research and knowledge of current trends in the discipline
- Willingness to take on new projects and lead initiatives
- Demonstrative effectiveness in partnering with public and/or private entities
- Experience with writing or administering grants

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

### SUMMARY OF JOB DUTIES & RESPONSIBILITIES:

- Assist with planning and organizing the CCCC Annual ND Tribal College Research Symposium. Collect, store, and manage data (existing and potential). Work with VPAA and Tribal entities.
- Community Outreach Responsibilities.
- Establish a Tribal Community Advisory Group comprised of community leaders, parents, elders and healthcare providers to meet three times per year.
- Provide ideas to inform education and dissemination plans.
- Provide feedback on evaluation of program activities and interpretation of findings.
- Collaborate on writing dissemination materials.
- Gather existing epidemiological data and host focus groups to discuss community health issues and to identify health priorities.
- Participate in COLLABORATIVE RESEARCH CENTER FOR AMERICAN INDIAN RESEARCH (CRAIAH) conference calls, meetings and annual summits.
- Provide quarterly written and verbal reports to all parties on progress in meeting CRAIAH goals and plan.
- Participate in CRAIAH trainings, as available and applicable.
- Work with each CRAIAH division and core to help achieve CRAIAH stated goals and objectives.
- Meet formally and informally with tribal leaders, tribal health, and other American Indian health stakeholders to ensure tribal representatives have a venue to provide input and guidance to research design, activities, and give feedback on CRAIAH processes.
- Develop databases and performs data entry.
- Assist in creating marketing tools (newsletter, flyers, brochures etc.) and distribute using the appropriate mechanism.
- Utilize software to manage and organize grants, research, and studies that pertain to the tribe's health and wellbeing, for example, water studies, studies that are stored, data that is presently being conducted, etc.

**GENERAL INFORMATION:** A complete application shall consist of cover letter, CCCC Application for Employment, resume or CV, three reference letters or list three academic or professional 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 701.766.1333 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**