



Walker River Paiute Tribe

1022 Hospital Road • P.O. Box 220 • Schurz, 89427
Telephone: (775) 773-2306
Fax: (775) 773-2585
Email: hr@wrpt.us

JOB ANNOUNCEMENT

Positions : Water Resources College Intern(s); 2-3 Positions

Wage : \$16.00/Hour; 20-30 Hours/Week

Opening Date: May 10, 2016 **Closing Date:** May 31, 2016

Position Summary: Under the direct supervision of the Water Resources Staff the College Interns will be directly involved in issues as they relate to the Tribe's Natural Resources. These persons will provide administrative and research assistance and work on specific projects as they relate to the betterment of the Tribe.

Duties & Responsibilities:

- Will be responsible for reading and learning about specific natural resource issues and developing white papers, PowerPoints or videos on such issues.
- Will be responsible for attending meetings and taking notes; ensuring that all participants get typed notes in a timely manner.
- Will become familiar with existing contract requirements and budget for different programs within the department.
- Will be responsible for completing administrative duties, ie. answering the phone, filing, making copies, etc.
- Will become familiar with attorney and consultant contracts and become familiar with their roles and responsibilities.
- Will become familiar with all the players involved in not only Tribal water rights issues, but other issues being worked on within the department (energy, non-point source, water quality, land, natural resources, resource management planning, pinenut trees, etc.).
- Will work on land issues with other staff and experts; this will include mapping, data input, etc.
- Will participate in a number of training opportunities.
- Will work on identified projects, such as proposals for funding, in the field data collection, etc.
- Will participate with consultants who work in the field for the Tribe.
- Will complete other duties as assigned that will benefit the Walker River Paiute Tribe and fellow students.

Qualifications & Requirements:

- Must be a member of the Walker River Paiute Tribe or a member of another Nevada Tribe who has lived on the reservation for a substantial period of time.
- Must be a full time college student or recent graduate, having graduated within the past 6 months.
- Must have good reading comprehension and writing skills.
- Must have good verbal and written communication skills in dealing with the general public.
- Must be a self starter and have the ability to work independently with minimal supervision or direction. Must be able to organize tasks and time.
- Must be computer literate and capable of writing letters, reports, notes, etc.
- Must be willing to work with and take direction from a number of staff persons within the Water Resources Department and be a team player.
- Must be able to work with fellow interns; set timelines for completing project(s).
- Must have a Nevada State Driver's License. **A DMV report for the past 3 years must be submitted with application.**

Project(s): Interns will be responsible for working on project(s) that will be used to promote and educate people on natural resources of the Reservation. Public presentations, via of PowerPoints and speaking is required.

To Apply: Obtain an employment application from the Human Resources Department located at the Tribal Administration building, P.O. Box 220, Schurz, NV 89427. Call Karrie Quartz at 775-773-2306 for such application. You can e-mail application with supporting documents to hr@wrpt.us.

REQUIREMENTS:

- (1) **A cover letter stating your interest in applying for one of these internships is required; please note the day that you would be available to start work if selected.**
- (2) **Resume and Attachments: Include grades, educational certificates, letters of recommendation or any other information that will enhance your application.**

If Hired: Must submit to and pass a pre-employment drug test and any random drug testing as required by the WRPT Personnel and Drug-Free Workplace Policies, with satisfactory results.

Indian Preference and Equal Opportunity Employer: *Preference in filling vacancies is given to qualified Indians in accordance with the Indian Preference Act, Title 25, U.S. Code, Section 472-473 and the Walker River Paiute Tribe Tribal Employment Rights Ordinance WR-01-01, as amended.*