



Walker River Paiute Tribe

Human Resources Department

JOB ANNOUNCEMENT

Job Title:	College Interns	Supervisor:	Water Resources Coordinator
Department:	Water Resources	Location:	Water Resources
Salary Range:	\$17.15 hour	Pay Grade:	4
FSLA Status:	Non-exempt	Type:	Full-time/Temporary
Open Date:	May 14, 2019	Close Date:	May 29, 2019

DEFINITION: Under the direct supervision of the Water Resources Coordinator 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. They will work cooperatively with Water Resources Department staff.

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, i.e. 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, natural resources, resource management planning, pinenut trees, Traditional Ecological Knowledge, 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.
- **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.

KNOWLEDGE, SKILLS & ABILITIES:

- 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 have good reading comprehension and writing skills.

- 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).

QUALIFICATIONS & REQUIREMENTS:

- Must be a member of the Walker River Paiute Tribe or a member an affiliated Nevada Tribe who reside on the reservation.
- Must be a full-time college student or recent graduate, having graduated within the past 6 months. Proof must be provided.
- Must possess a valid Nevada State Driver's License.
- Must provide a DMV report.
- Must submit a cover letter stating your interest in applying for one (1) of these internships is required; please note the day that you would be available to start work if selected.
- Resume and Attachments; including grades, educational certificates, letters of recommendation or any other information that will enhance your application.

For applications contact Human Resource at the Tribal Administration Building,
Walker River Paiute Tribe, P.O. Box 220, Schurz, Nevada 89427;

Call (775) 773-2306, ext. 315, Fax (775) 773-2358 or E-mail: hr@wrpt.org

<http://www.wrpthumanresources.com/>

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). However, the Walker River Paiute Tribe is an Equal Opportunity Employer and all qualified applicants will be considered in accordance with the provisions of Section 703(I) of Title VII of the Civil Rights Act of 1964, amended in 1991.