



## LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

**Position:** Legal Intern(s) – (Legal Intern Program – Unified Legal Department)  
(1+) - Temporary/PT or FT – 89 days in length – minimum of 20 hrs. expected per week.

**Program Summary:** Intern(s) will work closely with the Unified Legal Department in several clearly defined projects to be completed. Interns will assist the Unified Legal Department in its role as in-house legal counsel to the Little River Band of Ottawa Indians. The Unified Legal Department provides legal services and representation to the Tribal Government and its Enterprises, including Elected Officials, Departments, Commissions, and the Little River Casino Resort. This position is temporary, full or part-time, and last no more than 89 calendar days. The Department is willing to accommodate a flexible schedule but wants a minimum commitment of 20 hours per week. Hours worked should conform to a schedule of Monday through Friday from 8 a.m. to 5 p.m.

**Eligibility Requirements:** Applicants must meet the following requirements:

- must currently be enrolled in an accredited law school; and
- must **not** currently be subject to any disciplinary action by an institution or entity, including but not limited to any education or law enforcement agency; and
- must pass a drug test and criminal background check. The Tribe adheres to a drug-free workplace policy; and
- must possess a valid state driver's license.

**Interested Applicants should submit the following documents:**

- A cover letter highlighting your interest in Federal Indian Law; and
- A current resume; and
- A copy of your law school transcript; and
- A writing sample (optional, but recommended).

**Indian Preference applies in accordance with Ordinance #15-600-02**

**Pay Grade:** NE - Intern

**Hiring Range:** \$15.00 - \$17.50 (based on experience)

**Status:** Non-Exempt – Hourly – Biweekly pay

*Conditions of employment with the Little River Band of Ottawa Indians Tribal Government includes, passing a pre-employment drug test and a criminal background investigation. The Tribe adheres to a drug-free workplace policy.*

**Deadline:** Applications will be reviewed on a revolving basis, beginning December 1, 2018, until the position(s) is filled. Applications may be sent via email to the Unified Legal Department at [UnifiedLegal@lrboi-nsn.gov](mailto:UnifiedLegal@lrboi-nsn.gov), or by U.S. mail to:

**Little River Band of Ottawa Indians  
Attn: Unified Legal Department  
2608 Government Center Drive  
Manistee, Michigan 49660**

Posted - 11/27/2018 **Open Until Filled**