



## LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

**Position: Seasonal Environmental Technician (Temp. – Natural Resources) – (1)**

**Summary:** This seasonal position will assist aquatic biologists with monitoring of wetlands, wild rice beds, water quality, and fisheries on reservation and in the 1836 Ceded Territories. This position will also assist other Environmental Division Staff on projects including open dump surveys, property assessments and air quality monitoring activities. This position includes extensive fieldwork as well as some data management duties. It requires flexibility in scheduling including late night and possibly weekends. **Note:** The position is temporary, full-time not to exceed 89 days worked.

### **Employment Qualifications:**

#### **Minimum Necessary Qualifications -**

- Enrollment in a bachelor's degree program In Biology, Aquatic Biology, Environmental Sciences, or closely related field; and
- Basic knowledge of wetland, water quality, and fisheries sampling techniques; and
- Ability to perform field work under strenuous conditions during all weather conditions; and
- Ability to work early morning, late night hours and weekends as dictated by assessment needs; and
- A valid Michigan Driver's License with the ability to be insured under the Tribe's Insurance Policy; and
- Basic computer skills with Microsoft office including word, excel and outlook; and
- Strong verbal communication and teamwork skills; and
- Ability to maintain high confidentiality; and
- Superior performance in the selection process as determined at the sole discretion of the LRBOI Hiring Manager, including but not limited to all of the following: any pre-employment interviews, skills testing, credentialing, drug screening, background investigations, reference checks and previous work history, passing a pre-employment drug test and background investigation, possession of a valid Driver's License throughout employment and being insurable under the Tribe's insurance policy.

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

**Pay Grade:** NE5

**Hiring Range:** \$14.00 - \$15.00 – Commensurate with verified Qualifications

**Status:** Non-Exempt/Hourly/Bi-weekly Pay

### **Application Instructions:**

Obtain an application form and a copy of the position description on the Tribe's website [www.lrboi-nsn.gov](http://www.lrboi-nsn.gov) or by contacting Human Resources at:

*LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660*

*Phone: (231) 398-6859; Email: [aliciaknapp@lrboi-nsn.gov](mailto:aliciaknapp@lrboi-nsn.gov) .*

*To apply please submit completed application, cover letter, transcripts for degree or class schedule, any/all licensure(s), relevant certifications, a copy of tribal ID front/back (if applicable) a copy front/back of driver license and resume to:*

*LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660*

*Phone: (231) 398-6859; Fax: 231-331-1233 Email: [aliciaknapp@lrboi-nsn.gov](mailto:aliciaknapp@lrboi-nsn.gov) .*

**Conditions of employment with Little River Band of Ottawa Indians Tribal Government includes superior performance in the selection process, including but not limited to all of the following: any pre-employment interviews, skills testing, credentialing, drug screening, background investigations, reference checks and previous work history, passing a pre-employment drug test and background investigation, possession of a valid Driver's License throughout employment and being insurable under the Tribe's insurance policy, and successfully completing a ninety (90) day introductory period.**

**Incomplete submissions will not be considered.**

*For further information, please contact the LRBOI HR Department.*

**Tribal Member Posting Period – 03/09/2022 through 03/19/2022**

**General Posting Period – Subject to outcome of Tribal Member selection process.**