



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
P.O. BOX 1270, ISLETA, NM 87022
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VACANCY ANNOUNCEMENT

POSTING NO: 068-20

OPENING DATE: 02/25/2020

CLOSING DATE: 03/31/2020

POSITION:	Internship I, II, & III	POSTED:	WITHIN ONLY
PAY GRADE:	NE1 (\$10.00/hr.) Student in 11 th -12 th grade or w/ 0-11 college credits NE2 (\$12.00/hr.) Student w/12-52 college credits NE3 (\$13.20/hr.) Student w/53-126 college credits		
FLSA STATUS:	Non-Exempt		
POSITION TYPE:	Temporary Seasonal – 300 hours total		
FUNDING SOURCE:	Grant Funded		
DEPARTMENT:	Human Resources (Worksite placement to be determined)		
REPORTS TO:	HR/WIOA & Summer Intern Coordinator & Worksite Supervisor		
BACKGROUND LEVEL:	Child/Elder		

JOB PURPOSE: Performs entry level duties of moderate difficulty performing administrative, technical, or professional assignments in various Tribal offices throughout the Pueblo of Isleta (POI). Assignments serve to offer practical experience and board exposure to POI's organizational structure.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

JOB DUTIES:

- Provides administrative support to department staff.
- Gathers and organizes data to provide information for departmental special projects or reports.
- Accompanies professional level employees on assignments.
- Provides information and assistance to the general public and other governmental agencies.
- Prepares project reports, progress summaries, statistical analysis and related data.
- Analyzes, generates and maintains records and other reference material necessary for departmental use.
- Assists with planning, implementing, and monitoring of special events and projects.
- Attends trainings and in-services as needed.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES: N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- Must be entering high school as a junior or senior in the 2020 fall semester, or enrolled as a college student in an accredited college or university.
- Must be an Isleta tribal member.
- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance may apply depending on work site placement.
- Must be able to pass a TB screening if assigned to a Health, Elder, or Head Start Program.
- Must be able to pass background check, with NO prior convictions of any felonies.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.
- Must have fingerprinting completed prior to employment.

Intern I

- Must submit a letter of interest describing why you want to participate in the POI Internship Program and what field of study or career you are interested in.
- High school transcript required.

Intern II & III

- Must submit a letter of interest describing why you want to participate in the POI Internship Program. Also include what field of study you are going to school for and identify what POI department(s) would assist you with your career goal.
- College transcript required.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge and understanding of Microsoft and Excel software applications.
- Knowledge of grammar, spelling, punctuation and basic math.
- Ability to work methodically, accurately and neatly.
- Good oral and written communication skills.
- Ability to work as part of a team.
- Ability to maintain confidentiality and use discretion when dealing with sensitive information.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds displaying tact, courtesy, and respect.

PHYSICAL DEMANDS:

- Use of hands to operate office equipment.
- Occasional lifting of files, records, etc. up to 15-20 pounds.

WORK ENVIRONMENT:

- Work is typically performed in an office setting.
- Noise level is usually minimal.

PREFERENCE: Tribal preference shall apply to all internship positions at Pueblo of Isleta.