



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
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VACANCY ANNOUNCEMENT

POSTING NO: 064-21

OPENING DATE: 04/30/2021

CLOSING DATE: 05/14/2021

POSITION: Internship

POSTED: WITHIN ONLY

PAY GRADE: Internship I - NE1 (\$10.00/hr) – High School Sr or w/ 0-11 college credits
Internship II - NE2 (\$12.00/hr) - Student w/ 12-52 college credits
Internship III - NE3 (\$13.20/hr) - Student w/ 53-126 college credits

FLSA STATUS: Non-Exempt

POSITION TYPE: Temporary

FUNDING SOURCE: POI Funded

DEPARTMENT: Human Resources (Interns placed in various POI worksites)

REPORTS TO: Site Supervisor

BACKGROUND LEVEL: Dependent on work site

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 broad 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 an Isleta tribal member.
- Must be a senior in high school or a college student.
- Must be able to pass a TB screening if assigned to a Health, Elder, or Head Start Program.
- Must pass background check for position.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

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.