



*Human Resource Department  
PO Box 538  
Fort Washakie, WY 82514  
Phone: (307) 332-2005  
Fax: (307) 332-9883*

## **NOTICE OF EMPLOYMENT**

**POSITION:** Director  
**DEPARTMENT:** Eastern Shoshone Tribe's Learning and Resource Center  
**SUPERVISION:** Shoshone Business Council  
**SALARY:** Depending on Experience  
**OPENING DATE:** July 14, 2023 **CLOSING DATE:** Open Until Filled

### **POSITION SUMMARY:**

This position is responsible for managing all functions and oversees the development of the Eastern Shoshone Tribes Learning and Resource Center. This position is under the direct supervision of the Eastern Shoshone Business Council.

### **DUTIES AND RESPONSIBILITIES**

- Plan and develop program goals and objectives.
- Responsible for setting up tutoring schedules, study times, and training sessions.
- Coordinate activities and communicate closely with other learning institutes and/or Federal agencies.
- Assess staffing needs and participate in recruitment.
- Assess classroom instruction and tutoring needs.
- Provide quarterly and annual reports to the Shoshone Business Council.
- Order textbooks and other required teaching materials.
- Maintain accurate records of Center activities.
- Maintain department budget and effectively monitoring expenditures.
- Solicit community needs.
- Coordinate activities with all tribal program.
- Promote education awareness and distribute community-wide.
- Facilitate information and referral service for community educational needs.

## **QUALIFICATIONS:**

- Bachelors Degree in Education or related field
- Two years of work experience in administration.
- At least 1 year of supervisory responsibilities.
- Must possess the ability to organize and manage project operations and have excellent communication skills.

## **APPLICATION REQUIREMENTS :**

- Submit a complete application with supporting documents to the Eastern Shoshone Tribe, Human Resource Department, P.O. Box 538, Ft. Washakie, WY 82514.
- Applicants that state "See Resume" for employment history must have the following the information listed on the resume:
  - Dates of previous employment
  - Reason for leaving previous employment
  - Hourly rate of previous employment.
- Applications are available online at [easternshoshone.org](http://easternshoshone.org) and can be sent via email to [rferris@easternshoshone.org](mailto:rferris@easternshoshone.org) or faxed to 307-332-9883 until 4:45 PM on the closing date.
  - **Supporting documents:** Driver's License, Tribal ID, High School Diploma/GED, Degree or professional credentials and other supporting documents that verify required qualifications.
- Applicants who have a current application with supporting documents on file **must** submit a letter of interest. The letter should address how you meet each qualification. **Telephone calls are not accepted in place of an employment application or letter of interest.**
- Preference will be given to a qualified Eastern Shoshone tribal member, then other qualified federally recognized Indian tribal members and then other qualified candidates. Applicants must submit a copy of Tribal Enrollment card or CIB for Indian Preference.
- Veterans who meet the minimum qualifications and provide documentation of an honorable discharge (DD214) from any branch of military service are entitled to receive preference points during the interview process.
- Applicants being considered for employment will be required to pass an alcohol and drug test and a background check. Refusal to take the test or testing positive will render the applicant ineligible for employment with the Eastern Shoshone Tribe for 60 days.

## **APPLICATION REQUIREMENTS:**

**MUST COMPLY WITH HIPAA PRIVACY RULE AD MUST MAINTAIN STRICT CONFIDENTIALITY OF ALL INFORMATION PROCESSED THROUGH THE HUMAN RESOURCE DEPARTMENT INCLUDING RECORDS, REPORTS, DOCUMENTS, CONVERSATIONS. ETC.** A breach of confidentiality will subject to appropriate disciplinary action, up to and including dismissal from employment.