



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

NOTICE OF EMPLOYMENT

POSITION: Learning Center Assistant
DEPARTMENT: Learning and Resource Center
SUPERVISION: Learning Center Director
SALARY: Depending on Experience
STATUS: Permanent Full-Time
OPENING DATE: December 12, 2024 **CLOSING DATE:** Open until Filled

POSITION SUMMARY:

The Learning Center Assistant will support the operations of the Fort Washakie Learning Center by providing assistance to community members, students, and staff. The role involves maintaining the Fort Washakie Learning Center's resources, assisting with program coordination, and ensuring a welcoming and efficient environment for all users. The assistant will help promote educational opportunities, support outreach programs, and assist with administrative tasks to enhance the center's ability to serve as a family resource and academic testing hub.

DUTIES AND RESPONSIBILITIES

Community and Student Support

- Assist visitors with accessing the computer lab, completing applications for the 477 Program, food stamps, child care, and other government services.
- Provide guidance on job applications, resume writing, and basic technology usage.
- Support students with scheduling and completing HiSET and TABE testing.

Administrative and Organizational Support

- Maintain accurate records of student and community use of the center.
- Assist with scheduling, program coordination, and communication with Central Wyoming College and other partners.
- Ensure that the computer lab and equipment are well-maintained, operational, and up-to-date.
- Assist in the implementation of Standard Operating Procedures to ensure smooth center operations.

Technology and Resource Management

- Set up and troubleshoot computers, tablets, and other devices as needed.
- Provide basic technical support to users and escalate issues when necessary.

- Support efforts to maintain and upgrade the center's technology, including computers and testing booths.

Program and Outreach Assistance

- Assist in coordinating workshops, training sessions, and community programs like BrainWise and Knight Moves, Wyoming 211, Central Wyoming College Career & Readiness Program.
- Support grant-funded initiatives by tracking activities, assisting with reports, and engaging with program participants.
- Help promote center services through community engagement and outreach efforts.

Other Responsibilities

- Ensure the center provides an inclusive, welcoming, and professional environment for all community members.
- Perform other duties as assigned by the Director to support the mission of the Fort Washakie Learning Center.

QUALIFICATIONS:

Education and Experience

- High school diploma or equivalent required; some college or technical training preferred.
- Experience working in education, community services, or administrative roles is a plus.

Skills and Competencies

- Strong interpersonal and communication skills.
- Proficiency in Microsoft Office Suite, Google Workspace, and basic computer troubleshooting.
- Ability to work collaboratively with diverse groups, including youth, families, and educators.
- Strong organizational skills and attention to detail.
- Ability to handle sensitive information with confidentiality and professionalism.

Other Requirements

- Willingness to work flexible hours as needed.
- Commitment to the mission and goals of the Fort Washakie Learning Center.
- Familiarity with the Wind River Reservation and its community needs is an asset.

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 and can be sent via email to lmorgan@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.