



*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 Center  
**SUPERVISION:** Learning Center Director  
**SALARY:** DOE  
**STATUS:** Permanent Full-Time  
**OPENING DATE:** March 12, 2026      **CLOSING DATE:** Open until Filled

### **POSITION SUMMARY:**

The Learning Center Assistant supports the daily operations of the Fort Washakie Learning Center by providing academic, technical, administrative, and community-based assistance to students, patrons, and staff. This position helps maintain a welcoming, inclusive, and well-organized environment while supporting educational programs, computer lab services, and testing services. The Assistant plays a key role in promoting educational access, mentoring youth, and ensuring the Learning Center functions to ensure a welcoming and efficient environment for all users.

### **DUTIES AND RESPONSIBILITIES:**

#### **Community, Student, and Patron Support**

- Greet visitors, determine the nature of their visit, and direct them to appropriate services or resources
- Assist community members with accessing the computer lab
- Provide assistance with job applications, resume writing, and basic computer and technology use
- Support students with scheduling and completing HiSET and TABE testing
- Assist HSEC students using the Essential Education (Essential Ed) Program, including support with:
  - Fractions
  - Basic algebra
  - Basic geometry
- Tutor students in basic Reading, Math, and Language skills

- Mentor and encourage youth in a positive and supportive manner

### **Technology and Computer Lab Support**

- Monitor internet usage to ensure appropriate and responsible use
- Assist new and current users with internet access, email setup, and general online searches
- Provide assistance and basic troubleshooting for printers, scanners, color printers, computers, graphics software, and related hardware
- Set up, maintain, and troubleshoot computers, tablets, testing booths, and other technology
- Escalate technical issues when necessary and assist with technology upgrades

### **Administrative and Organizational Support**

- Maintain accurate records of student participation and community use of the Learning Center
- Assist with scheduling, and program coordination of center activities
- Perform general clerical duties, including filing, record keeping, data entry, and processing check requests
- Assist with the implementation and adherence to Standard Operating Procedures
- Assist patrons with copying and faxing services

### **Facility Operations and General Duties**

- Operate center equipment such as coffee pot, printers, scanners, and office machines
  - Run errands as needed to support Learning Center operations
  - Perform janitorial duties, including wiping tables, sweeping floors, removing cigarette butts, cleaning entrances, removing snow, and applying ice melt
  - Ensure the Learning Center remains clean, safe, organized, and welcoming
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### **Other Responsibilities**

- Maintain an inclusive, respectful, and professional environment for all community members
- Perform additional duties as assigned by the Director to support the mission of the Fort Washakie Learning Center

## **QUALIFICATIONS:**

### **Education and Experience**

- High school diploma, HSEC diploma, or equivalent required
- Some college coursework or technical training preferred

- Experience in education, administrative support, or technology assistance is desirable

## **Skills and Competencies**

- Excellent interpersonal and communication skills
- Friendly, assertive, and informative approach when working with the public
- Computer literate with the ability and willingness to learn new systems
- Proficiency in Microsoft Office Suite and Google Workspace
- Basic computer troubleshooting skills
- Strong organizational skills and attention to detail
- Ability to work collaboratively with diverse populations, including youth, families, and educators
- 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 a strong 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](http://easternshoshone.org) and can be sent via email to [lmorgan@easternshoshone.org](mailto: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.