

**MIAMI NATION
JOB ANNOUNCEMENT**

POSITION TITLE: DATA ENTRY ASSISTANT/ INTERN
CLASSIFICATION: NON-EXEMPT
STATUS: PART-TIME – 10 WEEKS

DATES OF POSTING PERIOD: UNTIL FILLED

JOB SUMMARY: This position is responsible for supporting the THPO Section 106 and NAGPRA archiving workload. Daily tasks include sorting and scanning incoming 106 and cell tower mail, and sorting, organizing and scanning NAGPRA records for committee review for repatriation concerns. This position will be under the direct supervision of the THPO for duties related to 106, and the NAGPRA Director for duties related to NAGPRA.

MAJOR JOB DUTIES:

- Qualifications are fluent use of technology (computer, scanner, web research)
- Strong-excellent typing skills
- Willingness to learn extensively about the Myaamia homelands is a must
- Comply with all company policies and regulations
- Other duties as assigned

PHYSICAL REQUIREMENTS:

- Must be able to lift and carry a minimum of 30 pounds.
- Duties will be performed inside and possibly outdoors.

MINIMUM QUALIFICATIONS:

- Must possess high integrity regarding confidential and sensitive information
- Strong organizational and communication skills
- Must be drug free and successfully pass pre-employment and random drug screens throughout employment

EDUCATION REQUIREMENTS:

- High School and some College.

CONDITIONS OF EMPLOYMENT:

- This internship is part-time for 10 weeks
- Position subject to budget availability

DRUG FREE WORKPLACE POLICY: Individual selected shall agree and abide by the Drug Free Workplace Act of 1988 and consent to drug screening prior to employment.

Preference in filling this position will be given to qualified Indian applicants in accordance with the Indian Preference Act and the Miami Tribe of Oklahoma Indian Preference Policy

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Miami Tribe of Oklahoma
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For complete job description and application visit: www.miamination.com/employment