

ONEIDA TRIBE OF INDIANS OF WISCONSIN

Human Resources Department

JOB DESCRIPTION

APPLY IN PERSON AT:
HUMAN RESOURCES DEPARTMENT
909 Packerland Drive
Green Bay, WI 54303

APPLY ONLINE AT:
<http://oneida-nsn.gov>



OR MAIL TO:
HUMAN RESOURCES DEPARTMENT
P.O. Box 365
Oneida, WI 54155-0365
Phone: (920) 496-7900
Fax: (920) 496-7490
Job Line: 1-800-236-7050

FIRST POSTING OPEN TO ENROLLED TRIBAL MEMBERS ONLY

POSITION TITLE: Arts Worker (Emergency Temporary) Half-time (20 hrs)
POSITION NUMBER: 04115
DEPARTMENT: Arts
LOCATION: 2514 W Mason St Green Bay WI
DIVISION: Governmental Services
RESPONSIBLE TO: Arts Program Manager
SALARY: NE03 \$8.00 (Junior or Senior High School Workers)
NE03 \$10.00 (College/Adult Workers)
CLASSIFICATION: Non-Exempt
POSTING DATE: May 5, 2016
CLOSING DATE: May 17, 2016
Transfer Deadline: May 17, 2016
Proposed Start Date: June 6, 2016

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Oneida Tribe of Indians of Wisconsin does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

POSITION SUMMARY

This position will assist the Arts Program on special projects and other arts related projects to gain experience within the arts field. This position is designed to serve as an entry level position for individuals starting their careers within the arts community or work field. This is a temporary position. This is a half-time position working 20 hours per week. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Assist with special arts, creativity, or community projects as assigned.
2. Practice excellent customer service skills at all times to include, but not limited to addressing customer and employee needs courteously and promptly.
3. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
4. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
5. The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Frequently walk, sit; use hands and arms to reach; talk and hear. Occasionally stand; stoop, kneel, crouch, crawl and lift and/or move up to twenty-five (25) pounds.
2. Must complete a Self Disclosing Physical Questionnaire prior to employment.
3. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

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STANDARD QUALIFICATIONS:

1. Ability to communicate efficiently and effectively both verbally and in writing.
2. Ability to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds.
3. Must be dependable and conscientious, possess initiative, self-motivated and capable of working independently
4. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
5. Must be willing and able to obtain additional education and training.
6. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
7. Must pass a background security check prior to and during the course of employment with the Oneida Nation in order to meet the Employment Eligibility Requirements and/or the Tribal State Compact and/or the Tribal Gaming Ordinance as they pertain to the position and the location of the department.

PREFERRED QUALIFICATIONS:

Applicants please clearly state on the application/resume if you meet these qualifications.

1. Bachelor's degree liberal arts, art history or closely related field.
2. Previous experience coordinating special projects within the Arts field. (E.g. Fashion shows, galleries, etc.)

MINIMUM QUALIFICATIONS:

Applicants please clearly state how you meet these qualifications on the application/resume.

1. Enrolled in High School as a Junior or Senior, High School Diploma, HSED Diploma or GED Certification; applicants age fifty (50) and older are exempt from this requirement; previous experience in the arts related field; an equivalent combination of education and experience may be considered.

ITEMS TO BE SUBMITTED:

1. **Must provide dates of availability throughout the summer.**