

**APPLY IN PERSON AT:**

Human Resources Department  
909 Packerland Drive  
Green Bay, WI 54303



**OR MAIL TO:**

Human Resources Department  
P.O. Box 365  
Oneida, WI 54155-0365

Phone: (920) 496-7900

Fax: (920) 496-7490

**APPLY ONLINE AT:**

<http://oneida-nsn.gov>

A good mind. A good heart. A strong fire.

**POSITION TITLE:** Community Education Center Worker (Sub-Relief)  
**POSITION NUMBER:** 02782  
**DEPARTMENT:** Community Education  
**LOCATION:** 2632 S Packerland Dr  
**DIVISION:** Governmental Services  
**RESPONSIBLE TO:** Program Manager  
**SALARY:** NE02 \$10.53/Hr (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)  
**CLASSIFICATION:** Non-Exempt  
**POSTING DATE:** August 11, 2017  
**CLOSING DATE:** On-going recruitment  
**Proposed Start Date:** Applicants will be placed in a pool and will be notified as positions become available.

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**EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

The Oneida Nation 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.

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**POSITION SUMMARY**

This position will provide quality customer services with front desk duties. This position will also work on special projects to gain experience within educational, not for profit, community, and business. This is a temporary position working twenty (20) hours a week. Continuation of this position is contingent upon funding allocations.

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**DUTIES AND RESPONSIBILITIES:**

1. Assist with special marketing, education, business, or community projects as assigned.
2. Practice excellent customer service skills at the front desk to include, but not limited to addressing customers 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. 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.

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**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

1. Frequently walk, sit; use hands and arms to reach; talk and hear.
2. Occasionally stand, stoop, kneel, crouch, crawl and lift and/or move up to twenty-five (25) pounds.
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 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.

## **JOB DESCRIPTION**

### **Community Education Center Worker**

**Page 2**

#### **STANDARD QUALIFICATIONS: (Cont.)**

7. Must pass a background security check with the Oneida Nation in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Nation's Gaming Division.

#### **PREFERRED QUALIFICATIONS:**

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

1. Currently enrolled in a Vocational school or college.
2. Previous experience coordinating special projects within Community work, education, or not for profit business.

#### **MINIMUM QUALIFICATIONS:**

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

1. Enrolled in High School as a Senior, High School Diploma, HSED, or GED Certification is required.

#### **ITEMS TO BE SUBMITTED:**

- 1.
- 2.