

**APPLY IN PERSON AT:**

Human Resources Department  
909 Packerland Drive  
Green Bay, WI 54303



# ONEIDA

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

**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>

**POSITION TITLE:** Training & Organizational Development Post Graduate Trainee  
**POSITION NUMBER:** 05185  
**DEPARTMENT:** Human Resources  
**LOCATION:** 909 Packerland Drive, Green Bay, WI. 54303  
**DIVISION:** Non-Divisional  
**RESPONSIBLE TO:** Training & Development Director  
**SALARY:** NE07 \$17.00/hr. (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)  
**CLASSIFICATION:** Non-Exempt  
**POSTING DATE:** September 30, 2019  
**CLOSING DATE:** Until Filled  
**Transfer Deadline:** October 7, 2019  
**Proposed Start Date:** As Soon As Possible

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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**

**The position is funded only for two (2) years by the College Graduate Program and allows college graduates the opportunity to gain meaningful work experience.** Assist in the administration of comprehensive organizational development programs, including employee and organizational learning opportunities, change strategies and training initiatives which promote professional excellence and develops critical processes to enhance the organizations' efficiency. Continuation of this position is contingent upon funding allocations.

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**DUTIES AND RESPONSIBILITIES:**

1. Learn about and develop skills in key business areas, including Strategic Workforce Planning, organizational development, and employee training.
2. Participate in the Strategic Workforce Planning Core Team and assist with implementation of Strategic Workforce Planning practices in the Oneida Nation.
3. Learn and assists leaders with developing vision/mission statements, strategic plans, goals, objectives, charters, policies and procedures, performance metrics, and effective implementation of their strategic or operational plans.
4. Learn and assist with developing training curricula, including formulating or reviewing training outlines, determining appropriate instructional methodologies and formats, and evaluating effectiveness of training in meeting goals and objectives.
5. Participate in work groups, team meetings, team building, strategic planning, and conflict resolution.
6. Assist with developing methods for data file formatting, data analysis methodologies, and management reporting.
7. Learn and assist with creating competency models, training assessments, and other tools.
8. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
9. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
10. 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.

## **JOB DESCRIPTION**

### **Training & Organizational Development Post Graduate Trainee**

#### **Page 2**

#### **PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

1. Frequently walk, sit; use hands, handle, or feel; reach with hands and arms; and talk and hear.
2. Work is generally performed in an office setting with a moderate noise level.
3. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

#### **STANDARD QUALIFICATIONS:**

1. Knowledge of or ability to learn adult learning principles, training methods, facilitation techniques, and presentation formats, business analytics, and process improvement.
2. Knowledge of operating various word-processing, spreadsheets, and database software programs in a Windows environment.
3. Knowledge of preparing, reviewing, and analyzing reports, presentations, plans, and other business documents.
4. Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
5. Ability to interpret applicable federal, state, county and local laws, regulations, and requirements.
6. Ability to work independently and meet strict time lines.
7. Ability to communicate efficiently and effectively both verbally and in writing.
8. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
9. Must be willing and able to obtain additional education and training.
10. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol-Free Workplace Policy during employment.
11. 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.
12. A valid, non-probationary driver's license or occupational driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin non-probationary driver's license or occupational driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a Personal and Tribal vehicle under the Oneida Nation's Vehicle Driver Certification and Fleet Management Policy prior to actual start date. Must maintain driver's eligibility as a condition of employment

#### **PREFERRED QUALIFICATIONS:**

- 1.

#### **MINIMUM QUALIFICATIONS:**

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

1. **Must be an enrolled member of the Oneida Nation.**
2. Bachelor's Degree in Organizational Development, Human Resources, Business, Curriculum Development, Instructional Design, or related field.

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

1. **Must provide a copy of diploma, license, degree or certification upon employment.**
2. Two (2) current letters of recommendation.