

JOB ANNOUNCEMENT UPPER SIOUX COMMUNITY

Position: THPO Assistant

Department: Tribal Historic Preservation Office

Hours: Monday-Friday, 8am-4pm

Salary: Starting at \$20, based on experience

Closing Date: Open until filled



SUMMARY

The THPO Assistant plays a crucial role in supporting the comprehensive duties and responsibilities associated with the Tribal Historic Preservation Office (THPO). This includes areas such as cultural preservation, site protection, tribal consultation, and heritage-based projects and education, encompassing Dakota arts, language, culture, genealogy, research, and more. The assistant may also facilitate project reviews in accordance with Section 106 and NAGPRA regulations. Additionally, the role involves the development and maintenance of THPO's Cultural Sites Database, archives, digital files, and record-keeping, alongside administrative responsibilities such as event and travel coordination. Furthermore, the assistant may contribute to achieving grant objectives and preparing necessary reports.

SUPERVISION

Tribal Historic Preservation Officer

QUALIFICATIONS:

Education and Experience: High School Diploma or GED required; preference given to candidates with experience or education in Historic Preservation or Cultural Resources.

ABILITIES

- Effectively collaborate with a variety of people and organizations, including Tribal, Federal, State, and local government agencies, archaeologists, consultants, and Tribal members.
- Work independently and as part of a team, demonstrating accountability and dedication to assigned tasks.
- Perform under pressure while maintaining accuracy, attention to detail, and the ability to meet deadlines on sensitive and high-priority projects.
- Communicate clearly and professionally, both orally and in writing.
- Navigate complex issues related to burial site disturbances, repatriation, and historical injustices with cultural awareness and sensitivity.
- Maintain confidentiality and handle sensitive information with discretion.
- Possess a valid driver's license and proof of insurance.
- Travel as needed, including occasional evening and weekend commitments.
- Adapt to evolving responsibilities and perform additional duties as assigned.

KNOWLEDGE

- Fundamental understanding of Dakota culture, language, and history.
- Proficiency in drafting correspondence, preparing forms, and developing and maintaining reports, logs, and other documentation.
- Strong competence in computer and mobile device operations, including experience with Microsoft Office and other relevant software, with the ability to learn new programs as needed.

DISCLAIMER:

This is not necessarily an exhaustive list of all the responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management and the Upper Sioux Board of Trustees reserves the right to revise the job or to require that other or different tasks be performed when circumstances change (e.g. emergencies, changes in personnel, workload, rush jobs or technical developments).

Native American Preference Applied

If interested, send Resume and Cover Letter to:

Upper Sioux Community

Attn: THPO Director

PO Box 147, Granite Falls, MN 56241

Or samanthao@uppersiouxcommunity-nsn.gov