



Upper Sioux Community

Pezihutazizi Oyate

THPO Assistant

Job Description

Department: THPO

Reports To: THPO Officer | Director

Employment Status: Full-Time (Monday–Friday, 8:00 AM–4:00 PM)

Salary: \$17.00/hr. | Negotiable, based on qualifications and experience

Position 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 events and travel coordination. Furthermore, the assistant may contribute to achieving grant objectives and preparing necessary reports.

Education, Experience, and Qualification Requirements

- High School Diploma or GED required; preference given to candidates with experience or education in Historic Preservation or Cultural Resources.
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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.
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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.
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How to Apply

Please submit a resume or employment application to:

Contact:

Samantha Odegard

THPO Officer | Director

Upper Sioux Community

Email: samanthao@uppersiouxcommunity-nsn.gov

Phone: (320) 564-6334

Preference Statement

Native American Preference applies in accordance with the applicable Tribal and Federal laws.