



## EMPLOYMENT OPPORTUNITY UPPER SIOUX COMMUNITY

**Position:** THPO Assistant

**Department:** THPO

**Hours:** Full Time

**Salary:** Starting at \$20, based on experience

**Closing Date:** Open until filled

### **EDUCATION, EXPERIENCE AND QUALIFICATION REQUIREMENTS**

- Historic Preservation or Cultural Resource experience/education preferred
- Have attention to detail, dedication and be able to work affectively on your own and in a team
- Basic understanding of Dakota Culture, Language and History
- Ability to work under pressure with high level of accuracy and attention to details on sensitive, high priority projects/topics in a timely manor
- Computer competence – experience with Microsoft programs and ability to learn new programs
- Dedication, ability to work affectively on your own and in a team
- Communicate effectively, both orally and in writing (major component)
- Ability to work with sensitive issues related to burial/sacred site disturbance, cultural items, repatriation, traumatic historic events, genocide etc.
- Ability to maintain confidentiality;
- Valid driver's license and proof of insurance with reliable transportation;
- Be willing to work some evenings and weekends;
- Be willing to perform other duties as assigned;

**SUPERVISION** Tribal Historic Preservation Officer (THPO)

### **ESSENTIAL DUTIES and RESPONSIBILITIES**

- Assist in all aspects of THPO duties and responsibilities, in the areas of cultural preservation, site protection, tribal consultation, heritage-based projects & education such as Dakota arts, language, culture, genealogy, research etc.
- Attend/participate in meetings, trainings and educational events
- Conduct initial review of projects for tribal concerns under Section 106 & NAGPRA
- Generate correspondences, prepare forms, create/maintain reports, logs and data
- Assist in the development and maintenance of the THPO Cultural Site Database, Tribal Archives and Digital Records, department travel coordination and record keeping
- Assist with meeting grant objectives, reporting and other financial records
- Work directly with Tribal, Federal, State, Local Government Staff, Archaeologists, Tribal Members

**For full details and description contact THPO Samantha Odegard: 320-564-6334 or at the email below.**

#### **Native American Preference Applied**

If interested, send Resume and Cover Letter to:

Upper Sioux Community

Attn: Tribal Historic Preservation Officer

samanthao@upper Sioux Community-nsn.gov

PO Box 147, Granite Falls, MN 56241

(320) 564-3853

PO Box 147 | 5722 Travers Lane | Granite Falls, MN 56241

Fax: (320) 564-4482

[www.upperSiouxCommunity-nsn.gov](http://www.upperSiouxCommunity-nsn.gov)