



Spirit Lake Tribe
P.O. Box 359
Fort Totten, North Dakota 58335
slthr@spiritlakenation.com

Job Title:	Human Resource Generalist	Open Date:	December 28, 2018
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Position Objective: This is an administrative support position with the principal function to perform responsible and varied general office work to support the functions of the Human Resource Department. Adheres to the highest level of confidentiality.

Major Duties & Responsibilities

- Processes applications, forms or other documents (reviews for completion, distributes to appropriate persons, completes related forms or papers, prepares packets of information).
- Receive and process documents to create a new employee file.
- Submits the online investigation requests and assists with the new employee background checks.
- Maintain records efficiently and accurately and to prepare clear and concise reports.
- Maintain confidentiality of information processes or prepared.
- Assists HR Director with various research projects and/or special projects.
- Schedules meeting and interviews as requested by HR Director.
- Establish and maintain effective working relationships with other Tribal employees, supervisory personnel, and the public.
- Employment and Recruiting: Assists in hiring process by coordinating all job postings that become vacant, on the SLT website and other various sites, for Tribal programs; develops promotional material for recruiting and represents the Tribe at selected job fairs.
- Schedule orientation with new incoming employees.
- Read policy and procedure manual with all new employees.
- Work with Tribal Program Directors, Managers, and Coordinators on New hires and Non-hires.
- Schedule and record minutes for the Personal Selection Committee.
- Perform reference checks and previous employment checks for applicants.
- Administers various human resource plans and procedures for all organization personnel.
- Participates in developing department goals, objectives, and systems.
- Assists in evaluation of reports, decisions and results of department in relation to established goals.
- Provide overall assistance to programs and the Human Resource Department.

Qualifications, Experience and education required:

- Associates degree preferred
- Minimum of five years' experience in an office setting.

- Ability to speak in public and have good writing skills. Ability to effectively communicate to the directors, employees and the general public.
- Experience in an office setting performing general administrative duties.
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.
- Knowledge of Spirit Lake Tribe drug testing policy.
- Valid Driver's License.

Job Role	Human Resource Generalist	Company Industry:	Spirit Lake Tribe
Employment Status:	Full-time	Supervision	Human Resource Director
Hourly Salary Range:	D.O.Q.	Manages Others:	No
Number of Vacancies:	One	Closing Date:	January 9, 2019

Please Send Application to:

Name:	Spirit Lake Human Resource Department	Email:	karenj@spiritlakenation.com or normar@spiritlakenation.com
Address:	P.O. Box 97	State	North Dakota
City:	Fort Totten, North Dakota	Zip/Postal Code:	58335
Phone:	701-381-0204 or 701-381-0361	Fax:	701-766-1272

Application Procedure

Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver's license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference a copy of Tribal Enrollment must be attached/ If seeking Veteran's preference must include Form DD214/Authorization signature will be required for background check and drug testing.