



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

Job Title:	Tribal Land Office Summer Intern	Open Date:	June 7, 2019
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Position Objective: Program is for Junior and/or Seniors in High School.

Major Duties & Responsibilities

- Complete field work to learn about the “use” of land in the identification of land features that determine “use” such as pasture, haying, and crop land
- Will learn leasing regulations and compliance
- Will learn about mapping, mapping details, and categorizations of land
- Will learn about transfer of land categorization
- Will learn about land use planning and zone ordinances
- Will submit weekly calendar/intern summer log
- Will submit work activity log sheet(s)
- Will submit end of program report after completion

Qualifications, Experience and education required:

- Junior or Senior in High School
- Must be interested in realty and land issues of the Tribe

Job Role:	Intern	Company Industry:	Spirit Lake Tribe
Employment Status:	Temporary 6/01/19 – 8/16/19	Closing Date:	June 14, 2019
Hourly Salary Range:	\$11./hr	Supervision:	Tribal Realty Director
Number of Vacancies:		Manages Others:	No

Please Send Application to:

Name:	Spirit Lake Human Resource Department	Email:	ndemarce@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.
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	<p>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.</p>
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