



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

**Job Title:****Tribal Land Office Summer Intern****Open Date:****May 21, 2019****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:****May 29, 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](mailto:ndemarce@spiritlakenation.com)  
or [normar@spiritlakenation.com](mailto: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.
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