

**BLOOD TRIBE TRIBAL GOVERNMENT & EXTERNAL AFFAIRS
SUMMER STUDENT EMPLOYMENT OPPORTUNITY
JOB DESCRIPTION**

Department: Blood Tribe Tribal Government & External Affairs
Position: File Clerk/Records Management
Duration: 16 weeks – May 4, 2009 to August 21, 2009
Rate of Pay: \$11.00 per hour
Application Deadline: April 20, 2009

General Description: The Tribal Government File Clerk will have the technical skills, practical knowledge and self-motivation to carry out the records management functions for the Tribal Government Unit. The incumbent will be responsible for assisting with the maintenance of the Tribal Government filing system as well as other duties as assigned by the supervisor.

Organizational Relationships:

- The summer student will take direction and report to the Tribal Government Coordinator.

Necessary Knowledge, Abilities & Skills

- Performs all duties in accordance with the Blood Tribe Administration Policies and Procedures.
- Assists with the maintenance the filing system for the Tribal Government Unit.
- Assists with keeping up a computer record of file directories to allow for easier access and retrieval of records/files.
- Ensures that new information is added to files and is up-to-date.
- Performs related administrative functions as requested.
- Assists in other components of the Tribal Government Unit as requested.
- Must be able to work independently.
- Must have good record keeping skills, i.e. minutes, notes.
- Must be able to work with confidential information.
- Must have a high-level of record management skills.
- Must be able to comprehend complex information for purposes of categorization.
- Must possess a high-level of planning skills.
- Must possess exceptional organizational skills.
- Must possess good verbal and written communication skills.
- Ability to utilize computer systems and software.
- Must be familiar with First Nation political and legal issues.

Necessary Training and Experience

- Registered in or completion of Office Assistant Diploma or Certificate Program.
- One to Two years related work experience in filing, records management or administrative assistance/secretarial work.
- Background in Native American Studies, Indigenous or Kainai Studies.

Contact Information:

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**BLOOD TRIBE TRIBAL GOVERNMENT & EXTERNAL AFFAIRS
SUMMER STUDENT EMPLOYMENT OPPORTUNITY
JOB DESCRIPTION**

Department: Blood Tribe Tribal Government & External Affairs
Position: Blood Tribe Traditional Land Use and Occupancy Study – Researcher
Duration: 16 weeks – May 4, 2009 to August 21, 2009
Rate of Pay: \$12.50 per hour
Application Deadline: April 20, 2009

General Description: The Blood Tribe Tribal Government & External Affairs Department is conducting a Traditional Land Use & Occupancy Study (TLOUS) and requires a researcher for a summer student position.

Organizational Relationships:

- The summer student will take direction and report to the Tribal Government Coordinator and to the TLOUS Coordinator.

Necessary Knowledge, Abilities & Skills

- Working knowledge of the Blackfoot language and culture
- Must possess excellent verbal and written skills
- Must have a valid drivers license and reliable transportation
- Post Secondary education would be an asset
- Must be able to work in an office environment
- Must have the ability to type, fax, photocopy, email and complete other administrative duties as specifically assigned
- Must be able to conduct general research duties
- Must be able to conduct general internet based research
- Must be able to file efficiently and neatly
- Must be able to work independently
- Must have good record keeping skills, i.e. minutes, notes
- Must have excellent computer skills and ability to work with multiple computer programs
- Must have good communication and interpersonal skills
- Must be able to assist in the preparation and processing of both internal and external communications
- Must be able to work with confidential information

Necessary Training and Experience

- High School Diploma
- Post secondary education in Native American Studies, Computers, or a diploma from a Traditional Land Use Study Diploma Program or related fields would be an asset.

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