

**Karuk**

**Community**

**Development**

**Corporation**

### **Vacancy Announcement**

**Title:** Technology/Literacy Assistant

**Reports To:** Workforce Development Coordinator

**Location:** Happy Camp Community Computer Center

**Salary:** \$14.00 per hour

**Classification:** Part Time (15-32 hours/week), Temporary Grant Funding through 8/31/2014, Non Exempt

**Summary:** Under the supervision of the Education/Computer Center Coordinators, part-time staff teach will support the Aak Utkirihti (He/She is looking into the fire) literacy education collaboration between California State Libraries, Karuk Tribal Libraries, Education/Computer Centers, and public schools. Part-time staff will be actively working in our local elementary schools and pre-schools, as well as in the education/computer centers to support improved digital literacy. They will help beginners learn the basics of using mobile devices to access apps, ebooks and local and regional libraries resources. They will help users develop their own content to share with others, and help organize and participate in community events to support the literacy project.

#### **Application Deadline: 5pm Monday June 09, 2014**

Job descriptions and applications are available online at: [www.karuk.us/jobs](http://www.karuk.us/jobs), or Human Resource Manager, Karuk Tribe, Post Office Box 1016, Happy Camp, California 96039.

- Telephone (530) 493-1600, ext: 2010
- Fax: (530) 493-1611, or (530) 493-5322
- Email: [icolegrove@karuk.us](mailto:icolegrove@karuk.us)

The Karuk Tribe's **(TERO) Preference, Drug & Alcohol Policy** apply. If selected, applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

Applicants must submit an employment application to the Karuk Tribe, Human Resource Department no later than the deadline listed.

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## **POSITION DESCRIPTION**

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### **Responsibilities:**

1. Assist students in becoming familiar with using mobile devices.
2. Assist patrons in learning how to access local and regional library resources through the internet.
3. Assist patrons in the circulation of library materials, use of the online catalog, and use of online database resources.
4. Help maintain mobile devices.
5. Assist in organizing events to promote the project and share the content created.
6. Maintain a priority system in accepting other job duties as assigned.

**Qualifications:**

1. Ability to work effectively with Native American people in culturally diverse environments.
2. Ability to manage time well and work under stressful conditions with an even temperament.
3. Ability to establish and maintain harmonious working relationships with other employees and the public.
4. Ability to understand and follow oral and written instructions.
5. Basic computer skills.
6. Able to work independently and as a team.
7. Good customer service skills.
8. Professional appearance.

**Requirements:**

1. High school diploma or GED is preferred.
2. Must have the ability to operate computer equipment, library media equipment and other office machines.
3. Must have the ability to work with a variety of patrons
4. Must adhere to confidentiality policies.
5. Must successfully pass a pre-employment drug screening test and be willing to submit to a criminal background check.
6. Must pass fingerprint clearance(s) for the school district(s) that you will work in, and have current tb test(s) on file.

**Tribal Preference Policy:** In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

**Council Approved:**

**Chairman's Signature:** \_\_\_\_\_

**Employee's Signature:** \_\_\_\_\_