



# Stockbridge-Munsee Community

Department of Human Resources  
PO Box 70  
Bowler, WI 54416

Telephone: (715)793-4375  
FAX: (715)253-2432  
Email: bev.miller@mohican-nsn.gov

## POSITION DESCRIPTION

**POSITION:** Career Services Specialist

**LOCATION:** Education

**SALARY:** \$22.27 Negotiable Non-Exempt

**Reports to:** Director of Education and Career Services  
Career Services

**POSTING DATE:** 9-23-22

**CLOSING DATE:** 9-30-22

**PAYGRADE:** 6

**Department:** Education and

**GENERAL RESPONSIBILITIES:** The Career Service Specialist is responsible for assisting with the continuing professional growth for the Mohican Nation. This position is responsible for assisting the Director of Education and Career Services with the operational oversight of the P.L. 102-477 programs under Career Services (Work Experience, Classroom Training, Supportive Services, Youth Employment, Summer Youth, and Adult Services) along with the overall operations of the Resource Room.

### **DUTIES AND RESPONSIBILITIES:**

1. Oversee the operation (plan and implement) of the Stockbridge-Munsee P.L. 102-477 programs under career services (Work Experience, Classroom Training, Supportive Services, Youth Employment, Summer Youth, and Adult Services) and Oversee the operation of the Bay Area Workforce Development One Stop Operator Program (Resource Room), and Tribally Funded College Internship program ensuring compliance with all Federal, State, Tribal, and Local policies, performance standards, regulations, and procedures. This will include:
  - a. Responsible for cultivating academic and career mindsets in both youth and adults. For the youth this includes planning, coordinating, and executing culturally responsive tutoring assistance, field trips, career planning, and training internships. For the adult this includes helping customers get a job, keep a job or get a better job. Provide professional advice to customers who want job search guidance, career advice or placement. Help customers access other services they may want or need such as career discovery and planning, interviewing skills, resume writing and more.
  - b. Responsible for the case management of customers.
  - c. Responsible for creating training materials used to guide trainees.
  - d. Responsible for designing training and course schedules timetables.
  - e. Responsible for writing promotional materials that include newsworthy promotional materials to market available training programs and courses.
  - f. Responsible for maintaining accurate training files and marketing on social media and the internet to create marketing materials that promote various scheduled training courses.
  - g. Responsible for editing written work such as letters and policies and creating forms, flyers, and updates to respective areas on the tribal web page.



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- h. Responsible for developing assessments and measurements such as surveys and rubrics.
  - i. Responsible for organizing and coordinating training events which may include scheduling conference and training room time for various training events. Prepare conference and training rooms by straightening up and restocking the rooms, refilling supplies, and performing light custodial tasks as needed to keep these areas clean and well-organized.
  - j. Responsible for organizing digital and paper files as well as copying and scanning documents while also being responsible for covering the front desk when needed and this includes; greeting customers when they come into the building and answering all incoming telephone calls. At times this may include being responsible for the building operation, housekeeping and security which includes opening and closing of the building.
  - k. Responsible for preparing purchase orders, ordering supplies, and check requests which includes matching bills to purchase orders while forwarding to finance department for payment.
2. Must maintain an acceptable departmental attendance record.
  3. Must be reliable.
  4. Required to attend job related, in-service and training to maintain professional and technical knowledge.
  5. Must attend all meetings as required by the employer.
  6. Adhere to all tribal policies and procedures while maintaining strict department security, confidentiality, and quality to meet professional standards of the department.
  7. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or as deemed necessary by the supervisor.

## **QUALIFICATIONS:**

**Applicants please clearly state on the application/resume if you meet these qualifications.**

1. A Bachelor's degree in Education, Social Services, Public Administration, Business Administration, or a relatable inter-disciplinary study or an associate degree in the same areas as noted above with 3 years of applicable experience in a similar field; or a high school diploma with 7 years of applicable experience in a similar field. As applicable, a copy of post-secondary transcripts and/or documented evidence years of exemplary experience is required of all applicants.
2. Must be able to follow written procedures while also offering suggested edits to improve efficiency and effectiveness.
3. Excellent communication skills are required. Must be able to communicate effectively both orally and in writing in diverse and challenging situations.
4. Proven supervisory experience in organizing, directing and training staff is preferred.



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5. One (1) year demonstrated experience in grant writing and/or fund raising is preferred.
6. Must have a strong analytical and statistical knowledge and skill set within reasonable accuracy.
7. Must have excellent organizational skills.
8. Ability and experience in establishing and maintaining a good working relationship with individuals of varying ages, social, and cultural backgrounds.
9. Ability to exercise independent judgment and work independently.
10. Must conduct themselves in such a way that is befitting a role model for youth.
11. Previous personal computer experience is required. Knowledge of Windows 97 or higher including Microsoft: Word, Excel, Access, and Power Point or ability to obtain training within (6) months of hire is required.
12. Must be able to work within a strict confidential environment.
13. Must have a Wisconsin driver's license. Reliable transportation and insurance are required. Must obtain a Wisconsin driver's license within 30 days of employment if applicant has an out-of-state driver's license. Must meet and maintain the eligibility to operate a personal or a tribal vehicle under the driver acceptability guidelines as established by Mohican Nation Insurance.
14. Knowledge or familiar with the Stockbridge-Munsee Community, its history, culture, and language is preferred.
15. Must submit and pass a Criminal Investigation Background Check to meet the Elder/Youth License requirement as it pertains to the position and the location of the department prior to and during the course of employment with the Stockbridge-Munsee Community.
16. Must submit and pass pre-employment drug and health screening. Must adhere to the Tribe's Drug and Alcohol-Free Workplace Policy during the course of employment.
17. Must have demonstrated ability to maintain satisfactory working record in any prior or current employment.

## **ITEMS TO BE SUBMITTED:**

1. Submit proof of applicable transcripts, diploma, license, degree or certification.

## **SUBMIT APPLICATION TO:**

Human Resource Department  
P.O Box 70  
N8705 Moh He Con Nuck Rd  
Bowler, WI 54416

**WE ARE A DRUG FREE EMPLOYER.**  
**CANDIDATES MUST PASS DRUG SCREEN**  
**AND REMAIN DRUG FREE.**



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**The Stockbridge-Munsee Community operates as an equal opportunity employer except Indian Preference is given in accordance with the Employee Preference Policy Ordinance as permitted under federal law. Due to broad federal funding and the co-mingling of fiscal resources, all tribal government operations jobs are treated as federally-funded for the purposes of the Employee Preference Policy Ordinance unless specifically identified as not federally-funded.**

**The Stockbridge-Munsee Community operates as an equal opportunity employer except Indian Preference is given in accordance with the Tribal Employment.**

New Position:

Tribal Council Approved: