

Sauk-Suiattle Indian Tribe

Job Description

Job Title: Language Technician
Department: Cultural Resource Department
Reports To: Language Teacher
Status: FTE Hourly

Summary: Provide support services to the Cultural Resources Department specifically with a focus of learning, recording, assessing, and organizing Lushootseed language information and activities for the Sauk Suiattle Tribal Community. The Language Technician will assist with language classes, cultural projects & activities; oral history projects - transcriptions, site explorations, photography, archival records maintenance, and onsite computerized digitization of cultural projects or language documentation.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Willing to learn the Lushootseed Language towards language teacher certification.
- Gather and prepare language site cards for classes.
- Maintain language class materials in an organized manner for accessibility for class work.
- Interest and commitment to learn Sauk Suiattle cultural resources and recording of language projects.
- Willing to advance cultural knowledge and skills to teach others of the Sauk Suiattle Indian community.
- Willing to participate in appropriate training.
- Basic knowledge to teach cultural projects and represent the Sauk Suiattle Indian Tribe's history and culture.
- Will observe cultural protocol in all activities, cultural projects, and events.
- Assist with language camps or cultural camps sponsored by the Cultural Resource Department for the Sauk-Suiattle Indian community.
- Assist with language activities, classes, Language Institute, and NILI.
- Basic knowledge of records management.
- Basic Microsoft office knowledge and skills – specific knowledge for the use of word, excel, power point and publisher.
- Familiarity with other software programs to enhance language curriculum (media players, audacity, and scanners).
- Work closely with all Sauk-Suiattle Indian Tribal departments, with emphasis on the Cultural Committee, and the Education, Social Service (ICW), Health, and Natural Resource Departments.
- Other duties as assigned.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- High School diploma or GED.
- Must have administrative clerical support experience.
- Must have strong organizational skills.
- Must have understanding of filing of records for maintenance or storage.
- Must be willing to obtain training specific to language preservation, archival records retention and maintenance.
- Must have knowledge of or willing to learn how to search the internet for language pictures and develop curriculum materials.
- Must have operational knowledge of audio, video, and any other equipment necessary to perform and complete the objectives of the department.
- Must be willing to advance their cultural and language knowledge.
- Must be willing to go through the Sauk-Suiattle teacher certification training.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Computer Skills

To perform this job successfully, an individual should have knowledge of Word Processing and Spreadsheet Software. Must be willing to learn how to use computer software for recordings, like audacity and other digitized systems; computerized scanning and records storage; field transcription of oral history recordings and photography or slides. Must be willing to learn and develop skills for the use of audio and recording equipment.

Certificates, Licenses, Registrations

Current Washington State driver's license required. First Aid, CPR and Blood Borne pathogens training required.

Physical Demands/Work Environment: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be required to sit; stand; walk; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch; talk or hear. The employee may occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, peripheral vision and ability to adjust focus.

Culturally Sensitive: All employees must be culturally sensitive to the customs, traditions, practices, and sovereign status of the Sauk-Suiattle Indian Tribe.

Drug Free Workplace: Sauk-Suiattle Indian Tribe is a drug-free workplace. All employees are subject to a pre-employment drug screen.

Background Check: All employees must be able to pass a background check per Sauk-Suiattle Indian Tribe's Background Check Policy.

This job description does not constitute an employment agreement between SSIT and the employee, and is subject to change by SSIT as the needs of the tribe and the requirements of the job change.

NATIVE AMERICAN AND VETERANS PREFERENCE APPLIES