

GREAT LAKES INDIAN FISH & WILDLIFE COMMISSION

P.O. Box 9 • Odanah, WI 54861 • 715-682-6619 • FAX 715-682-9294

www.glifwc.org

• MEMBER TRIBES •

MICHIGAN

Bay Mills Community
Keweenaw Bay Community
Lac Vieux Desert Band

WISCONSIN

Bad River Band
Lac Courte Oreilles Band
Lac du Flambeau Band
Red Cliff Band
St. Croix Chippewa
Sokaogon Chippewa

MINNESOTA

Fond du Lac Band
Mille Lacs Band



JOB ANNOUNCEMENT

POSITION: Data Entry Aide – Spring 2024

WAGE: \$15.00 Per Hour (1-4) Years of Service
\$16.00 Per Hour (5-10) Years of Service
\$17.00 Per Hour (10+) Years of Service

Note: This position has been classified as 100% tax-exempt for qualified individuals under Internal Revenue Code s.7873 – Tax Exemption for Income Derived from Treaty Fishing Rights-Related Activities.

CLOSING DATE: **MARCH 31, 2024, or until filled.**

SUPERVISION: Reports to Fisheries Data Manager

CLASSIFICATION: Limited Term Employee, dates of employment are not fixed but will run approximately 10 weeks when the 2024 spring spearing and netting season begins (i.e., mid-March to early April).

DUTIES & RESPONSIBILITIES:

The Data Entry Aide will assist in entering and proofing tribal spring fish harvest data. During the spring harvest season, work hours will be from around 7 am to 2 pm, 7 days per week, for around three weeks. After spring harvest, work will be for 40 hours per week during normal business hours. All work will be at the GLIFWC office in Odanah or via remote. Other duties as assigned.

QUALIFICATIONS:

Demonstrated ability to enter data accurately and efficiently on a computer using spreadsheet applications such as access or excel. Good typing skills required. Demonstrated ability to error check (i.e., proof) data. Ability to work daily for approximately 3 weeks during the spring harvest season. Education or experience with computers and spreadsheet applications preferred.

Indian preference will be applied consistent with GLIFWC policies and the Federal Indian Self-Determination and Education Assistance Act.

APPLICATION PROCEDURE:

Download an application from our website www.glifwc.org located under the “Employment” tab of our homepage or pick up an application in person.

Completed applications should be returned (in person or email) to:

Ashley Poch, Human Resources Director

Great Lakes Indian Fish & Wildlife Commission

P.O. Box 9, 72682 Maple Street Odanah, WI 54861

hr@glifwc.org