GREAT LAKES INDIAN FISH & WILDLIFE COMMISSION
P. O. Box 9 • Odanah, WI 54861 • 715/682-6619 • FAX 715/682-9294

• MEMBER TRIBES •

MICHIGAN	WISCONSIN		MINNESOTA
Bay Mills Community	Bad River Band	Red Cliff Band	Fond du Lac Band
Keweenaw Bay Community	Lac Courte Oreilles Band	St. Croix Chippewa	Mille Lacs Band
Lac Vieux Desert Band	Lac du Flambeau Band	Sokaogon Chippewa	

VACANCY ANNOUNCEMENT

FISHERIES DATA ENTRY AIDE: This is a temporary, limited term position for 10 weeks starting when the 2017 spring spearing and netting season begins (i.e. mid-March to early April).

DUTIES AND RESPONSIBILITIES: Under the supervision of the Fisheries Data Manager, 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. 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 (PL 93-638).

WAGES : The hourly wage for this position starts at $10.10 per hour.

TO APPLY: Applications are available at the below address, online at www.glifwc.org, or may be requested by phone. Send application materials and three references to:

Kia Hmielewski, Fisheries Data Manager
Great Lakes Indian Fish and Wildlife Commission
P. O. Box 9
Odanah, WI 54861
(715) 682-6619 ext. 2178
kwhite@glifwc.org

CLOSING DATE FOR APPLICATIONS: March 8, 2017