



JOB DESCRIPTION

**Bishop Paiute Tribe
Bishop, California**

Position: Summer Enrichment Program Internship
Department: Education
Supervised By: Summer Enrichment Program Coordinator and Education Director
Pay Range: \$15.00 /Hr. – Non Benefited (DOQ)
FLSA: Seasonal (7 weeks), Non-Exempt

Position Summary: Under the supervision of the Summer Enrichment Program Coordinator, the intern will provide tutorial assistance, classroom monitoring, clerical assistance and may perform custodial duties, as needed, to help the Bishop Indian Education Center effectively coordinate and conduct the Summer Enrichment Program. Other related duties may be assigned when deemed necessary by the Summer Enrichment Program Coordinator or Education Director.

Essential Functions:

- Provides classroom assistance to instructors and supervise and help prepare for classroom activities.
- Will supervise students at the Bishop Indian Education Center and on local field trips.
- Provides tutorial assistance to students in the areas of mathematics, reading and other areas of study pertinent to the academic achievement of the student participants.
- Provides an atmosphere conducive to student learning and achievement that includes cultural understanding and promotes the integrity of the Bishop Indian Education Center.
- Perform clerical and custodial duties as needed.
- Will attend staff meetings and trainings as specified.
- Will perform other related duties as assigned by the Summer Enrichment Program Coordinator or Education Director.

Supervisory Responsibilities: The Summer Enrichment Program Coordinator will monitor and coordinate with the Summer Enrichment Program Staff to ensure that students are well-supervised and safe.

Competencies: In order to perform this job effectively, the intern needs to demonstrate the following competencies.

- **Decision Making** – the individual must be able to identify and resolve problems in a timely manner and gather and analyze information objectively to render a fair and responsible decision.
- **Interpersonal Skills** – the individual must maintain confidentiality, remain objective and exhibit a willingness to try new things.
- **Oral Communication** – the individual must speak clearly and effectively in both positive and negative situations, communicate well within a team dynamic and must be able to conduct staff meetings.
- **Customer Service** – the individual must exhibit excellent customer service skills with internal and external customers in a friendly and courteous manner.
- **Time Management** – the individual needs to be able to prioritize and plan work activities in a timely manner and develop realistic action plans.

- **Goal Oriented** – the individual must demonstrate accuracy and thoroughness in order to work efficiently and effectively in order to accomplish program goals and objectives.
- **Adaptability** – the individual needs to be able to adapt to any changes in the work environment and be able to manage competing demands and must be able to deal with unexpected changes, delays and/or unforeseen events.
- **Reliability** – the individual must be consistently punctual, follows instructions, response to management direction, and response positively to criticism and solicit feedback to improve performance.
- **Organized** – the individual must be able to organize and maintain student files, plan and execute student activities, submit reports and maintain an organized workspace.
- **Motivated** – the individual must be able to inspire themselves and others in order to get the job done and follow through with tasks.

Requirements:

- Currently enrolled in an accredited college, university or other institution of higher learning.
- Must possess a high school diploma or GED equivalent
- Must possess a minimum of one (1) year experience in the tutoring field.
- Must possess an acceptable level of study in the fields of mathematics, English, science and history.
- Must demonstrate and live a healthy lifestyle, and be a non-drinker, and maintain a lifestyle consistent with mentoring capabilities.
- Possess an acceptable level of study in the field of mathematics, English, science and history.
- Must be computer literate and possess the ability to assist students with Internet information access for use in research, term papers, etc.
- Must be able to work effectively with and relate to Native American students in grade levels 1st through 8th.
- Must be willing to participate in education related activities within a classroom setting, outdoors and on field trips.
- Must be able to complete tasks with minimal supervision.
- May be required to submit to a pre-employment drug testing.

Signatures

This job description has been approved by all levels of management:

Manager: _____

HR: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: _____ Date: _____

Indian Preference:

Native American Indian preference shall apply pursuant to the Bishop Tribal Employment Rights Ordinance No. 1992-01 (as amended on June 28, 2012) and the Indian Self-Determination and Education Assistance Act (24 U.S.C. 450, et seq.), 25 CFR 271.44 and other relevant laws.