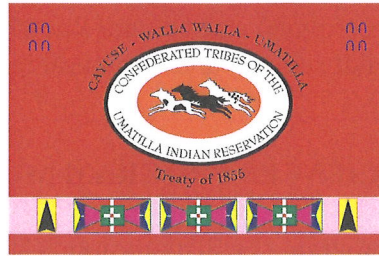


**CONFEDERATED TRIBES OF THE UMATILLA INDIAN RESERVATION  
46411 TIMÍNE WAY, PENDLETON, OR 97801  
(541) 276-3570 FAX (541) 276-9060**



**POSITION DESCRIPTION AND VACANCY ANNOUNCEMENT**

**POSITION TITLE:** Toxics Intern III

**SALARY:** Range: 5  
\$22.00 to \$30.00 hourly wage DOE/DOQ

**DEPARTMENT:** Department of Natural Resources, Energy and Environmental Science Program

**LOCATION:** Virtual during school year; summer breaks intern will work from Nixyáawii Governance Center, Mission, Oregon on Confederated Tribes of the Umatilla Indian Reservation.

**EMPLOYMENT STATUS:** Part Time with partial benefits. During college/school year with a maximum of 20 hours per week a maximum duration of the period they are enrolled in an accredited university and actively participating research outside of regular coursework. Intern scheduled to work 129 hours or less per calendar month.  
*This is a grant funded position and is contingent upon grant funding.*

**SUPERVISED BY:** Environmental Toxicologist

**OPENING DATE:** July 9, 2024

**CLOSING DATE:** Open Until Filled with review July 22 and July 29, 2024

**CTUIR MISSION STATEMENT**

Exercise the Tribe's sovereign authority to achieve the maximum protection of resources identified in the Treaty of 1855, to protect newly acquired lands wherein the Tribe has a vested interest, to protect the lands of all the citizens and residents of the Umatilla Indian Reservation. This position will protect human life, water, land, air, and wildlife by exercising professional skills and abilities in the protection of the resources of the Confederated Tribes of the Umatilla Indian Reservation.

## DEPARTMENT OF NATURAL RESOURCES MISSION STATEMENT:

The Department of Natural Resources mission is to protect, restore, and enhance the First Foods - water, salmon, deer, cous, and huckleberry - for the perpetual cultural, economic, and sovereign benefit of the CTUIR. We will accomplish this using traditional ecological and cultural knowledge and science to inform: 1) population and habitat management goals and actions; and 2) natural resource policies and regulatory mechanisms.

## ENERGY AND ENVIRONMENTAL SCIENCES PROGRAM MISSION STATEMENT:

The Energy and Environmental Sciences Program (EESP) mission is to identify and resolve environmental contaminant threats to the First Foods through scientific excellence.

## GENERAL STATEMENT OF DUTIES

The Graduate Intern will support the mission of the CTUIR by assisting the Environmental Toxicologist in research, data collection, and analysis related to environmental toxins and their impact on the reservation's resources.

## EXAMPLES OF ESSENTIAL JOB DUTIES & RESPONSIBILITIES

1. **Research Assistance:** Assist with experimental design, planning, and implementation of research projects.
2. **Data Entry and Analysis:** Assist with data collection, quality assurance, and data analysis for toxics related research projects.
3. **Laboratory Assistance:** Assist in the preparation and chemical analysis of environmental samples under the supervision of the Environmental Toxicologist and laboratory staff.
4. **Field Work:** Participate in field sampling and data collection as required.
5. **Literature Review:** Gather and review relevant scientific and published literature to support ongoing research projects.
6. **Report Writing:** Draft preliminary reports and research updates. Also contribute to collaborative reports and publications.
7. **Administrative Support:** Help organize meetings, take minutes, and prepare presentations.
8. **Public Presentations:** Present professional or informal research project updates at speaking events.
9. **Toxics Inventory Assistance:** Support the development and maintenance of the CTUIR Toxics Inventory.
10. **Team Collaboration:** Work closely with other members of CTUIR's Department of Natural Resources on related projects.
11. **Learning and Development:** Attend relevant training, seminars, and workshops as directed.
12. **Publication:** Develop and assist with publication of scientific articles related to scope of work.

## SUPERVISORY AUTHORITY:

None

## SIGNATORY AUTHORITY:

None

## ACCESS TO SENSITIVE AREAS:

None

**REQUIRED MINIMUM QUALIFICATIONS: (It is the responsibility of the applicant to demonstrate in writing he/she does meet the following minimum qualifications.)**



1. Enrollment in a graduate-level course or recent completion of a master's program in toxicology, biochemistry, environmental science, or a related discipline.
2. Basic understanding of environmental toxicology and research methods.
3. Strong written and verbal communication skills.
4. Detail-oriented with the ability to manage multiple tasks.
5. Familiarity with laboratory equipment and procedures is an advantage.
6. Must be able to write academic level publications on the work being performed.
7. Ability to work both independently and in a team environment.
8. Must have strong interpersonal and communication skills, including the ability to communicate effectively, orally and in writing, through concise reports, memoranda, directives, emails, and letters. Must possess and demonstrate good writing, spelling, proofing, grammar, and punctuation skills.
9. Must have the ability and interest to greet the public and handle difficult situations on the phone in a professional and courteous manner.
10. Ability to carry out assigned duties/projects in an efficient and timely manner with minimal supervision and must be able to handle multiple projects and work within defined timelines.
11. Must have extensive knowledge with computer processing equipment and software, including Word, Excel, Power Point, Outlook, and other Office Suite software.
12. Must have a valid state driver's license, reliable transportation, and meet Tribal insurance requirements.

#### PHYSICAL DEMANDS:

1. Ability to use seated and/or standing workstations.
2. Ability to participate in field work, which may include walking or standing for extended periods.
3. Ability to sit in automobiles and or airplanes for travel to conferences, seminars, and training.
4. Ability to lift 30 pounds.

Pursuant to Tribal Worker's Benefit Code, Section 4.02.A. "All workers shall disclose any pre-existing physical or mental disorder and/or disability that could potentially affect or impair the worker's ability to perform in a reasonable and safe manner the activities involved in the position in which they work. Disclosure shall be made in the employment application or interview before commencing employment or before commencing new job duties after job reclassification, reassignment, promotion, demotion, or other change in job duties. The content of such disclosure shall be made promptly by the covered worker after submitting a claim for benefits under this Code."

#### SELECTION PROCESS:

Tribal Personnel Policies Manual, Section 3.01: Employment Preferences

The Tribe's employment preferences shall be as follows:

1. Indian Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities within the Tribal government to CTUIR members and to other Indians enrolled in federally recognized tribes. This CTUIR member and Indian preference shall be applicable in all employee hiring, promotion, and transfer decisions.
2. Veteran's Preference. It shall be the policy of the Tribe to provide preference in hiring opportunities to veterans honorably discharged from the United States Armed Forces.
3. The employment preferences set forth in this section shall apply to all Tribal programs regardless of the program's funding source and shall apply to all classes of positions referenced in §3.05.

4. Except for the employment preferences authorized under this section, it shall be the policy of the Tribe that no employee or job applicant shall be discriminated against in pursuit of employment or career growth due to race, color, religion, gender, sexual orientation, age or national origin.

All CTUIR Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to this position. Applicants who demonstrate that they meet the minimum qualifications and experience most relevant to this position will be considered qualified to compete for this position and be eligible for an interview.

#### DRUG FREE WORKPLACE:

The Confederated Tribes of the Umatilla Indian Reservation has a "Drug Free Workplace Policy" and will conduct Pre-Employment Drug Testing. A pre-employment drug test is required before any employment offer is to be made. All tribal employees classified as safety sensitive are subject to random Alcohol and Drug testing pursuant to the Tribal Personnel Policies Manual.

#### APPLICATION DEADLINE:

Complete Tribal employment applications will be accepted until 4:00 P.M., on the posted closing date as found on Page 1 of this announcement or postmarked by that date. **ONLY THOSE TRIBAL EMPLOYMENT APPLICATION PACKETS WHICH ARE COMPLETE, WITH ALL ADDITIONAL REQUIRED INFORMATION, AS FOUND IN THE "REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL" BELOW WILL BE CONSIDERED.** Employment application packets received after the application deadline will not be considered.

**It is the responsibility of the applicant to provide sufficient evidence to show they fully meet the qualification requirements.**

#### REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:

1. Completed Tribal Employment application.
2. Cover letter explaining your qualifications and experience relevant to the functions of this position.
3. Personal resume identifying your qualifications and experiences relevant to the functions of this position.
4. Completed CTUIR's Supplemental Application Form if applicable.
5. High School Diploma/GED or copy of official college transcripts (if applicable).
6. Tribal and Indian preference: Must provide copy of Tribal Enrollment Card, Certificate of Indian Blood or such with Federally Recognized Tribe.
7. Veteran's preference: Must provide proof of honorable service and discharge or completed Form DD214.
8. *Technical writing sample (5-20 pg. minimum) must be included with application materials.*

#### APPLICANT RESPONSIBILITY

It is the absolute responsibility of the applicant to provide sufficient evidence to show they fully meet the minimum qualification requirements. Applicants failing to meet the minimum qualifications are not granted interviews. If it is questionable as to whether an applicant meets the minimum qualifications, an interview may be granted solely to make that determination.

#### OBTAIN AND SUBMIT APPLICATION TO:



Confederated Tribes of the Umatilla Indian Reservation  
Office of Human Resources  
Staffing and Onboarding  
46411 Timine Way  
Pendleton, OR. 97801  
Phone: (541) 276-3570 or Fax: (541)276-9060

**To be considered, the application package must be post marked by the closing date.**



Approved: Patricia Farrow, St. Staffing & Recruitment Specialist,  
Office of Human Resources

07/09/2024  
Date

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**Applicant Review and Acknowledgement**

I have read the foregoing position description and understand the requirements of the position for which I am applying. I further certify that I fully meet the minimum qualifications for the position as advertised. *(Original signature must be placed on file in the employee's personnel file when/if hired for this position.)*

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Applicant Signature

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Date