

541-429-7180



HumanResources@ctuir.org



46411 Timíne Way
Office of Human Resources
Pendleton, OR 97801

POSITION DESCRIPTION and VACANCY ANNOUNCEMENT

POSITION TITLE:	Freshwater Mussel Lab/Field Intern (1 position)
SALARY:	Pay Range: 4 \$16.17-\$25.09 hourly wage DOQ/DOE
DEPARTMENT:	Department of Natural Resources, Fisheries Program
LOCATION:	Position is located at the Water and Environmental Center at the Walla Walla Community College in Walla Walla, WA
EMPLOYMENT STATUS:	Full-time (up to 37.5 hours weekly) with no benefits, for a maximum duration of 20 weeks. Funded by the Freshwater Mussel Research and Restoration Project (BPA)
SUPERVISED BY:	Freshwater Mussel Project Lead
OPENING DATE:	May 6, 2025
CLOSING DATE:	May 21, 2025

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.

DNR MISSION STATEMENT

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 utilizing traditional ecological and cultural knowledge and science to inform: 1) population and habitat management goals and actions; and 2) natural resources policies and regulatory mechanisms.

FISHERIES MISSION STATEMENT

To provide sustainable harvest opportunities for aquatic species of the First Foods order by protecting, conserving, and restoring native aquatic populations and their habitats.

GENERAL STATEMENT OF DUTIES

The Freshwater Mussel Project implements research and restoration to meet the goal of restoring self-sustaining populations of freshwater mussels to ceded subbasins and surrounding areas. The Intern will assist with fieldwork in and around northeast Oregon and southeast Washington to survey for, identify, and monitor freshwater mussel populations. This individual will assist with laboratory experiments for fish host studies, artificial propagation; operate and maintain sampling and laboratory equipment; collect and manage data according to established protocols as directed by supervisor(s).

EXAMPLES OF ESSENTIAL JOB DUTIES & RESPONSIBILITIES

1. Must work independently on assigned tasks in the field and laboratory.
2. Must be comfortable working in and around rivers and streams, including snorkeling and swimming in water of various depths and flows.
3. Must complete work on a schedule and report to assigned staff.
4. Assist in reviewing assigned plans, presentations and other materials.
5. Will attend virtual and in person meetings as assigned.
6. Responsible for reading and understanding various DNR plans, policies and visions as assigned.
7. Responsible for completing outreach tasks for outreach events.
8. Must be able to communicate effectively in writing and in person.
9. Must be able to travel regionally as assigned.
10. Must be able to work out in the field in various kinds of weather.
11. Other duties as assigned by the Freshwater Mussel Project Leader.

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. Bachelor's degree in Fisheries or Aquatic Sciences or related field, or active enrollment in undergraduate or graduate studies at an accredited university or technical institute pursuing a degree with an interest in working in the natural resources field.
2. Must have at least two months of experience surveying for western freshwater mussels (of the genus *Margaritifera*, *Gonidea*, and/or *Anodonta*) in the field or working with mussels in a laboratory setting.

3. Must have broad knowledge of the freshwater mussel life cycle, biology, and ecology.
4. Must possess and demonstrate good writing, spelling, editing and proofing, grammar, and punctuation skills.
5. Must have extensive knowledge with computer processing equipment and software, including: Microsoft Word, Excel, Power Point, and Outlook.
6. Must be able to operate and maintain field equipment (wetsuits, waders, electroshocking equipment, drysuits, etc.).
7. Must be comfortable hiking, swimming, camping, and working in remote aquatic field sites, alone or as part of a team.
8. Must have the 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 timelines.
9. Must have a valid state driver's license, reliable transportation, and meet Tribal insurance requirements.

PREFERRED QUALIFICATIONS

1. Bachelor's degree in Biology, Fisheries, or Aquatic Sciences, or related field.

PHYSICAL DEMANDS:

1. Ability to use standard computer programming such as Microsoft Office (Word, Excel, PowerPoint, Outlook).
2. Ability to stand and walk around for long periods of time.
3. Ability to swim in still and flowing water.
4. Ability to sit in automobiles for travel to remote field sites.
5. Ability to walk outdoor and in uneven terrain, in various weather conditions.

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. Applicant's 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 at 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.


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 Recruiting
46411 Timine Way
Pendleton, OR. 97801
Phone: (541)429-7180
Email: HumanResources@ctuir.org

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


for Approved: Julie Withers-Lyons, Assistant Director, Office
of Human Resources

05/06/2025
Date

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.)*

Applicant Signature

Date

2/10/2020

2/10/2020

2/10/2020