



Kickapoo Tribe of Oklahoma

JOB OPENING

Job Title: Language Assistant (Part-Time) **Department:** Administration
Salary: Depending on experience and educational background.
Open: October 6, 2017 **Closing Date:** October 11, 2017

Description:

The purpose of this position is for the Language Assistant to provide assistance to the Language Development Coordinator in the preparation of teaching the Kickapoo language to the Kickapoo Tribal programs and members.

Working hours: Monday and Thursday – 1:00 pm to 8:00 pm
Tuesday and Wednesday – 1:00 pm to 5:00 pm

ESSENTIAL DUTIES AND RESPONSIBILITIES include but not limited to the following:
Duties:

- The Language Assistant will be responsible for all materials used in instruction of the Kickapoo language, class set up, and archival/dictionary development.
- The Language assistant must be willing to be trained in curriculum development, Film, sound and video editing, second language acquisition theory, and community edification. After completion of training will assist in teaching classes.
- Perform other duties as assigned.

EDUCATION and/or EXPERIENCE

- Must be a speaker OR at minimum have a working knowledge of the Kickapoo grammar.
- Must be fluent in speaking the Kickapoo Language
- A high school diploma or equivalent is preferred.
- Must have a valid Oklahoma State Drivers License

If you are interested in the positions listed above, please submit application to no later than 5:00 pm on October 11, 2017.

Kickapoo Tribe of Oklahoma
Attn: Human Resource or by fax at: (405) 964-7046
PO BOX 70
McLoud, OK. 74851

Kickapoo Tribal Members and Indian preference in filling this vacancy is given to qualified candidates, in accordance with Title 25, U.S. Code Section 472 and 473. Kickapoo Tribe of Oklahoma is an Equal Opportunity Employer.



*The Kickapoo Tribe of Oklahoma is a Drug-Free Workplace
and an At-Will Employer*