

**JOB OPPORTUNITIES**

**INTERNAL OPENINGS**

- **Executive Coordinator**  
Tribal Council  
Grade: 15  
Closing date: July 23
- **Youth Prevention Activities Intern (summer months only)**  
Social Services  
Grade: 3  
Closing date: July 23
- **Electronic Gaming/IT Network Analyst**  
Gaming  
Grade: 14  
Closing date: July 23
- **Bus Monitor**  
Early Childhood Education  
Grade: 1  
Closing date: July 27

**EXTERNAL OPENINGS**

- **Grants Coordinator**  
Community Fund  
Grade: 9  
Closing date: July 27
- **On-call Teacher Aide**  
Early Childhood Education  
Grade: 5  
Open until filled
- **Physician**  
Medical Clinic  
Grade: 23  
Open until filled
- **Caregiver (on-call)**  
Adult Foster Care  
Grade: 5  
Open until filled
- **Executive Director**  
Housing  
Grade: 17  
Open until filled

**INTERNAL/EXTERNAL**

- **Economic Development Administrator**  
Economic Development  
Grade: 14  
Closing date: July 23

**INTERNAL/EXTERNAL**

- **ICW Caseworker**  
(temporary 2-4 months)  
Economic Development  
Grade: 10  
Open until filled
- Internal applicants are
1. Current Regular Employee, past their six-month Introductory period, receiving at least a "meets expectations" on most recent performance evaluation and not under disciplinary action or performance improvement within the previous six months,
  2. Grand Ronde Tribal members
  3. Spouse of a Grand Ronde Tribal member or
  4. Parent or legal guardian of Grand Ronde Tribal member children

Internal recruitment  
For those individuals meeting minimum qualifications an interview will be given in the following ranking order:

1. Grand Ronde Tribal members
  - a) Qualified Grand Ronde Tribal members who show they meet the minimum qualifications of the position during the course of the interview process will be given first consideration for hire and the recruitment process will end
2. Tribal member spouses, parents and/or legal guardians of Grand Ronde Tribal member children
3. Current regular employees

For a detailed job description, please contact the Tribe's job line at 503-879-2257 or 1-877 TRIBEGR.

[www.grandronde.org](http://www.grandronde.org)

**JOB OPPORTUNITIES**

Currently, Spirit Mountain Casino has several job openings. Job postings are updated every Friday and can be viewed at <http://spiritmountain.com/careers> or you may call the Job Hotline number at 503-879-2350, ext. 3744, or 800-760-7977, ext. 3744.

If you are an enrolled member of the Confederated Tribes of Grand Ronde and need assistance in processing an application or have any questions, you can contact Tribal Development and we would be happy to assist you.

E-mail: [Tribal\\_Development@spiritmtn.com](mailto:Tribal_Development@spiritmtn.com)  
David DeHart: 503-879-3867 or cell: 503-437-2176  
Misty Carl: 503-879-3813 or cell: 503-437-1679

*"The Tribal Career Development Department (TCD) is responsible for enhancing the self-sufficiency opportunities for enrolled members of the Confederated Tribes of Grand Ronde. This department will meet the needs of Tribal members through a progression of customized processes to ensure opportunities for the individual by providing a collaborative and trusting environment, consultation and career recommendations."*

**Administrative Assistant I (OTJ for CTGR Tribal member)**

Spirit Mountain Casino has an immediate need for an On The Job Training, Administrative Assistant I position. This position provides a learning opportunity to a CTGR Tribal member over a one-year period to obtain experience by assisting in maintaining Human Resources and Tribal Career Development department records. The goal of the position is for the incumbent to gain the necessary administrative skills, experience and knowledge to obtain a regular Administrative Assistant I or II position in the future.

The position will be posted, July 13 – Aug. 9.

Application instructions:

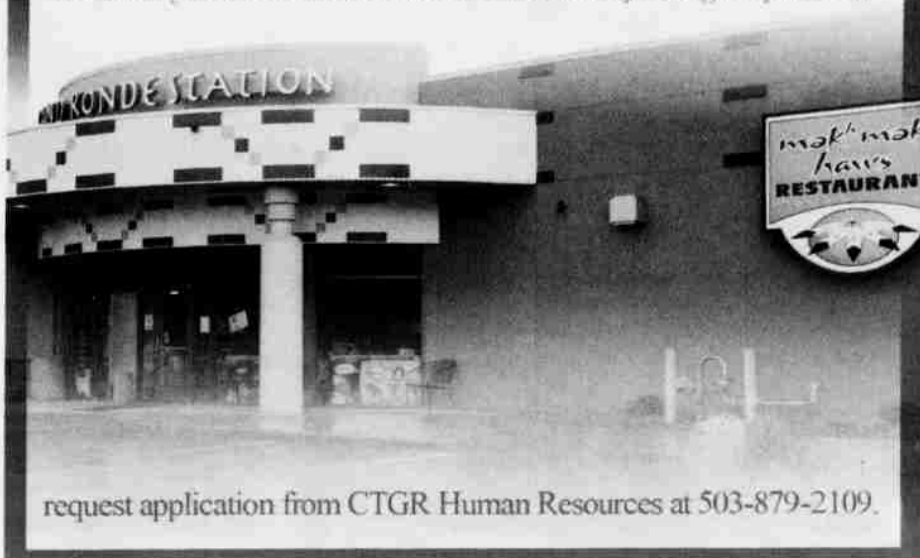
1. Go to [www.spiritmountain.com/careers/](http://www.spiritmountain.com/careers/)
2. Select External Application or Internal Application (current SMGI employees, will log into Ultipro and then select Job Openings)
3. Select Administrative Assistant I - OJT. Please read information about the position.
4. Select Apply On-line at bottom right hand corner of the screen.
5. Select "Create a new account" to create login and password or returning users will enter login e-mail address and password.
6. Complete application and select Submit.

Please note: You may not need to complete all of the work history (10) pages and certificate/licenses (4) pages that are provided. Complete the number of pages needed and click NEXT through the blank pages to proceed.

For more information or assistance, please contact [Tribal\\_Development@spiritmtn.com](mailto:Tribal_Development@spiritmtn.com), Misty Carl, 503-879-3813, [Misty.Carl@spiritmtn.com](mailto:Misty.Carl@spiritmtn.com) or David DeHart, 503-879-3867, [David.Dehart@spiritmtn.com](mailto:David.Dehart@spiritmtn.com)

Grand Ronde Food & Fuel Company  
Cashier/Fueler wanted  
Hours Worked: Part-time 20 hours  
Pay rate: \$8.80 hr.

Availability: Must be able to work weekends, holidays and graveyard shift



request application from CTGR Human Resources at 503-879-2109.

Ad created by George Valdez

**2012 Dealer School  
32 Students Needed**

Spirit Mountain Casino is currently taking applications for the Dealer School that begins on August 6, 2012. This is a 10 week unpaid training. Successful completion of a math test and guest service interview is required for admittance to the school. Deadline to apply is Thursday, July 26, 2012 at 5:00 p.m.

Application Instructions:

1. Go to [www.spiritmountain.com/careers/](http://www.spiritmountain.com/careers/)
2. Select External Application or Internal Application (current SMGI employees, will log into Ultipro and then select Job Openings)
3. Select Dealer School Student. Please read information about the school.
4. Select Apply On-line at bottom right hand corner of the screen.
5. Select "Create a new account" to create log in and password or returning users will enter login email address and password.
6. Complete application and select Submit.

Please note: You may not need to complete all of the work history (10) pages and certificate/licenses (4) pages that are provided. Complete the number of pages needed and click NEXT through the blank pages to proceed.

Tribal members, for more information or assistance, please contact [Tribal\\_Development@spiritmtn.com](mailto:Tribal_Development@spiritmtn.com), Misty Carl, 503-879-3813, [Misty.Carl@spiritmtn.com](mailto:Misty.Carl@spiritmtn.com)

All other applicants, for more information or assistance, please contact [employmentteam@spiritmtn.com](mailto:employmentteam@spiritmtn.com), Daphney Colton, 503-879-3025, [Daphney.colton@spiritmtn.com](mailto:Daphney.colton@spiritmtn.com), Brandy Hembree, 503-879-3818, [Brandy.Hembree@spiritmtn.com](mailto:Brandy.Hembree@spiritmtn.com)

Ad created by George Valdez