Sitka Tribe of Alaska

Job Description

NATURAL RESOURCES INTERN

Exempt:	No	**Grade:** 6 ($17.88-$19.98)	
Department:	Resource Protection Department	**Hours:** 8:00 am- 4:30 pm	
Reports to:	Resource Protection Director	**Effective Date:** May 13, 2024	
Prepared by:	Human Resources Manager	**Approved by:** General Manager	

I. SUMMARY:

Sitka Tribe of Alaska is seeking to hire Natural Resources Interns to assist with multiple projects within STA's fisheries and environmental monitoring programs. Some of these projects will include ocean acidification research, harmful algal bloom, and shellfish biotoxins data collection, analyzing subsistence foods for contaminants, stream assessments, fisheries monitoring and research, and harvesting multiple species for the Traditional Foods Program. Interns will be exposed to all areas of the department's operations.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist RPD staff with sample processing, field data collection, data entry, and traditional food preparation
- Collect and process whole water, phytoplankton, and shellfish samples to test for biotoxins
- Perform basic laboratory duties, procedures, and equipment calibration.
- Work independently and in small groups
- Work outside in all weather conditions to harvest or process traditional foods, set up monitoring projects, or collect environmental samples
- Attend and participate in STA staff meetings
- Other duties as assigned

III. MINIMUM QUALIFICATIONS:

A. Education and/or experience:
   Currently, a rising junior or senior enrolled in high school.

B. Experience, knowledge, skills, and abilities:
   - Eagerness to learn new skills
   - Ability to work independently on projects after adequate training
   - Ability to follow established sample and data collection protocols

C. Other
   - Must be Alaska Native, American Indian, or Indigenous Hawaiian to be considered

IV. PREFERENCE

STA Tribal Native preference in hiring applies as outlined in the STA Hiring Policy and Procedure and the STA Employee Handbook.

Non-Exempt Employee Status:

As a non-exempt employee, the Natural Resources Intern is eligible for overtime (1.5 times the hourly rate) for any work over 8 hours in one day or 40 hours in one week.

Drug and Alcohol-Free Workplace

This position is required to comply with the Sitka Tribe of Alaska's Drug and Alcohol-Free Workplace Ordinance. This position therefore is subject to drug and/or alcohol testing if the immediate supervisor has reasonable suspicion that the employee has reported to work under the influence of a prohibited drug used unlawfully or under the influence of alcohol.

Criminal Background Check

This position requires full compliance with the STA Criminal Background Check ordinance. All candidates for this position must consent to a criminal history record check. The individual who holds this position is required to report any violation of a criminal statute within one working day of the charge or conviction to the individual's immediate supervisor. No individual may fill this position who:

- Who has been convicted of any crime involving a sexual offense;
- Who has been found guilty of or pled guilty or no contest to, two misdemeanors or one felony crime involving any crimes of violence, crimes against persons, offenses committed against children, sexual assault, molestation, exploitation, contact, or prostitution;
- Whose past conduct creates an immediate or long-term risk for any Indian child or raises questions about an individual's trustworthiness; or
- Who is currently subject to a restraining order issued after a hearing which restrains the individual from harassing, stalking, or threatening an intimate partner or child.