



**Southern Ute Growth Fund**

Obtain complete job descriptions and applications from the Growth Fund Human Resources, 14933 Hwy. 172 • P.O. Box 367 • Ignacio, CO • 970-563-5064 • rtaylor@sugf.com  
Tribal Member Employment Preference, Must Pass Pre-employment Drug Test & Criminal History.

**Office Manager**

Closing date 10/24/11 – Red Cedar Gathering Co. Provides day-to-day office management and support to the President of Red Cedar. Responsible for the preparation of correspondence and reports, maintaining filing systems, coordinates the flow and processing of paperwork.

**Plant Accountant II**

Closing date 10/26/11 – Frontier Field Services Tulsa, OK. This position is responsible for inputting and verifying relevant data, working with staff and others to correct data issues, calculating and verifying plant settlement and producer statements.

**Water Plant Operator I**

Closing date 10/24/11 – S.U. Utilities Division Performs duties in support of the day-to-day operations of the Southern Ute Water Treatment Plant and Water Distribution System.

**SUGF Management Committee Member**

Closing date 11/18/11 Ignacio, CO. The Committee member will be responsible for executing the mission and purpose and achieving the goals and objectives of the Growth Fund, as approved by Tribal Council Resolution and must attend four meetings a month during regular business hours.

**Plant Accountant I**

Closing date 10/26/11 – Frontier Field Services Tulsa, OK. This position is responsible for processing contract settlements for natural gas plants and gas gathering-related activities.

**Southern Ute Indian Tribe**

Please refer to the complete job announcement and qualifications at [www.southern-ute.nsn.us/jobs](http://www.southern-ute.nsn.us/jobs) or at the Human Resources Department P.O. Box 737 • Ignacio, CO 81137 • Phone: 970-563-0100 • Fax: 970-563-0396 • Hotline: 970-563-4777  
\*Human Resources accepts applications for Temporary Employment on an on-going basis.

**Maintenance Laborer**

Closing Date 10/27/11 – Performs duties related to the daily operations of the Yard Maintenance Program, which provides various yard-related, firewood, and snow removal services to Tribal Members. This position is a grade 13.

hot and chilled water distribution systems, steam humidifiers, cooling towers, walk-in coolers and freezers, and variable volume systems located in Southern Ute Tribal buildings. Pay Grade 19.

**Detention Officer (2 positions)**

Closing date 10/28/11 – Under general supervision of the Detention Sergeant, maintains the safety and welfare of inmates and visitors and monitors all activities within the detention center. This position is a grade 17.

**Finance Dept. Apprentice (Tribal Members Only)**

Open until filled – The goal of the Apprentice program is to provide Southern Ute Tribal members with opportunities in finance careers through education, training and mentoring. This Program is designed to benefit Tribal members who wish to utilize skills acquired in formal education and prior work experience to continue development as finance professionals Tribal member participants who successfully complete the Program will learn necessary skills which will improve chances to obtain financial jobs. Three levels of positions are available: Senior Finance, Finance Manager, and Other Finance Positions.

**Animas La Plata Project Office Manager**

Closing Date 11/3/11 – Under general direction of the General Manager, this position performs varied, difficult, sensitive and confidential administrative support and office management for the Animas La Plata Operation, Maintenance and Replacement Association (Association), including water and office accounting, budget preparation and monitoring, accounts payable and receivable, report preparation, coordination and consolidation, office records management, reception and clerical services for the General Manager and Association Board of Directors. The Association has negotiated an Operational, Maintenance, and Replacement (OM&R) Transfer Agreement with the United States Bureau of Reclamation ("BOR"), the owner of the project. Once the Project is transferred from construction status to OM&R status, this position will be transitioned to work directly for the Association, and will assume duties and responsibilities associated with the OM&R of the Project.

**Elementary Teacher – SUIMA**

Open until filled – The Elementary Guide is a professional teaching position with the Southern Ute Indian Montessori Academy, an infant through 6th grade private school. An employee in this position uses the Montessori philosophy to provide Southern Ute Indian Montessori Academy (SUIMA) students with a developmentally appropriate learning environment meeting the physical, social/emotional, cognitive, and cultural needs of the child. This position is responsible to communicate effectively with parents/guardians about their child's progress in each domain area.

**Building Maintenance HVAC Technician**

Closing Date 11/3/11 – This position provides maintenance support, troubleshooting, and preventative maintenance on commercial heating, ventilating, and air conditioning systems including machinery, Building Automated System controls, boilers,

**Air Quality Compliance Specialist**

Open until filled – Under general supervision of the Air Quality Program Manager, assists with coordinating and conducting technical and regulatory tasks within the Permitting and Enforcement Sections of the Tribal Air Quality Program. This position is grant funded. Continued employment is contingent upon renewed funding from the US EPA, or other grant funds. Pay Grade 18.

Help in filling out online applications is available at the Human Resources office. Another way to find out about job opportunities 24 hours a day, seven days a week, is our JOB HOTLINE! The HOTLINE is updated weekly and lists the job title and closing date for both Permanent Fund and Growth Fund positions.

**SOUTHERN UTE INDIAN TRIBE SOCIAL SERVICES**

**Citizen Review Panel**

The Southern Ute Indian Tribe is seeking five (5) Southern Ute Tribal Members to serve on the Citizen Review Panel. The Panel reviews complaints arising from and related to cases handled by the Tribe's Division of Social Services and engages in a conflict resolution process. The positions are volunteer appointments and receive no compensation. Applicants must be at least eighteen (18) years of age or older; have demonstrable personal or professional knowledge and experience with children and/or adult protection; have no convictions for crimes of violence or involving a child victim; is not party to litigation involving the Division, or has had an active welfare case within two years; is not a Division employee. All applicants will be subject to a background investigation. Tribal members interested in serving on the Citizen Review Panel can turn in a letter of intent at the Human Resources Office. The letter should provide specific evidence of his/her qualifications. For detailed information about this volunteer position call Human Resources at 970-563-0100.

**KSUT - PUBLIC RADIO Board of Directors vacancy**

KSUT is seeking a Southern Ute tribal member to fill a vacancy on its Board of Directors. This is a non-paid position which requires attending board meetings every other month, with additional special meetings as needed. Deadline for letters is Nov. 7, 2011.

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We are also online at [www.southern-ute.nsn.us/drum](http://www.southern-ute.nsn.us/drum)

**KSUT - Public Radio**

KSUT Offices: 970-563-0255 • P.O. Box 737 • Ignacio, CO 81137  
Send cover letter and resume to [radiohr77@yahoo.com](mailto:radiohr77@yahoo.com) • KSUT online: [www.ksut.org](http://www.ksut.org)  
KSUT is a 501C3 non-profit public broadcasting organization • Equal Opportunity Employer

**Campaign Manager**

Contract capital campaign manager needed for public broadcasting project in Four Corners area. The successful candidate should have 7 – 10 years of fundraising experience with a track record of success, with specific experience in managing capital campaigns/major gifts. Campaign Manager's location and time involved are flexible. PREFERENCE GIVEN TO QUALIFIED SOUTHERN UTE TRIBAL MEMBERS AND OTHER NATIVE AMERICANS; ALL APPLICANTS WELCOME. Send cover letter and resume to [rob@ksut.org](mailto:rob@ksut.org) by November 8, 2011.

**SUCAP**

Southern Ute Community Action Program  
Central Office • 285 Lakin St., PO Box 800 Ignacio, CO • 970-563-4517 • [www.sucap.org](http://www.sucap.org)  
Obtain complete job description/application from SUCAP offices.

**Substitute Transit Driver**

Open until filled – SUCAP, Ignacio  
Part-time. High School Diploma or GED required. Transit or school bus experience preferred. Must have valid Colorado CDL and be insurable by SUCAP. Must pass drug/alcohol test, criminal history and child abuse/neglect background checks and pre-employment drug/alcohol screen. Applicants are required to submit a Motor Vehicle Report with application. EOE.

**Various Part-time and Full-time positions**

Open until filled – Ignacio Head Start/SUCAP  
Substitute Bus Driver (Must have current CDL), Sub-Teacher, and Teacher (Full-time). Must pass background checks. Call 563-4566 for more info.

**Sky Ute Casino Resort**

Human Resources Department: 970-563-1311 • Fax: 970-563-1419  
P.O. Box 340 • Ignacio, CO 81137 • Office Hours: 8 a.m. - 5 p.m.  
Indian Preference Employer • All Applicants Welcome • Apply online: [www.skyutecasino.com](http://www.skyutecasino.com)

**CDP**

Career Development Program Administrative Assistant – FT, Open until filled

**Hotel**

Room Attendant – FT, 10/21/2011

**IT**

Database Administrator – FT, Open until filled

**Marketing**

Sales Manager – FT, 10/21/2011

**Slots**

Slot Technician II – FT, Open until filled

**Table Games**

Table Games Manager – FT, Open until filled

Poker Dealer – TMP, Open until filled

Multi-Games Dealer – TMP, Open until filled

Poker Dealer – FT, 10/21/11

Craps Dealer – FT, 10/21/2011

Craps Pit Boss – FT, 10/21/2011

Preference Given To Qualified Southern Ute tribal members and other Native Americans.  
FT: Full-time, PT: Part-time, OC: On-Call, TMP: Temp

**SOUTHERN UTE INDIAN TRIBE Powwow Committee vacancy**

The Southern Ute Indian Tribe has four Powwow Committee Member vacancies. Must be an enrolled Southern Ute Tribal Member or a Native American community member. Members serve on a voluntary basis. The responsibility of the Southern Ute Indian Powwow Committee is to promote the traditions and culture of the Southern Ute Indian Tribe through powwows. All interests individuals are urged to submit a letter of intent to Personnel Department in the Leonard C. Burch Tribal Administration Building.

**Southern Ute Tribal Member youth needed for Wildlife Advisory Board vacancy**

The Tribe is seeking an enrolled Southern Ute youth wishing to fill a special youth-only seat on the Tribal Member Wildlife Advisory Board. The 1-year position may only be filled by a Tribal Member between the ages of 14 and 18, and the position may be renewed annually, by request, until age 19 is reached. The Wildlife Advisory Board works closely with the Wildlife Division in planning and recommending actions related to Tribal hunting and fishing programs, both on-reservation and within the Brunot treaty area. This special youth seat provides an outstanding opportunity for a young tribal member to learn about wildlife management, including traditional Ute and contemporary scientific perspectives. Meetings are held locally several times throughout the year, and a commitment to attend and participate in all meetings is expected. The participant is eligible to receive \$20/hour compensation for meeting attendance provided he or she is not already employed by the Tribe. Interested tribal member youth must submit a brief letter of interest to the Southern Ute Wildlife Division at P.O. Box 737, Ignacio CO 81137. For more information, please contact the Wildlife Division at 970-563-0130. This vacancy will remain open until filled.

**Director**

Albuquerque Area Southwest Tribal Epidemiology Center (AASTEC)  
The Albuquerque Area Indian Health Board (AAIHB) Inc. seeks qualified candidates for the position of Director of the Albuquerque Area Southwest Tribal Epidemiology Center (AASTEC). The Director is responsible for the administration and management of AASTEC program activities. Master's in Public Health or a Master's degree in a similar related degree program with concentration in epidemiology is required. Demonstrated experience overseeing all aspects of scientific research including statistical study design, data collection, data analysis to meet project objectives and preparation of reports and manuscripts. Knowledge of statistical software. Extensive grant writing experience with history of securing grant funding. Strong oral and written communication skills. Experience working with tribes in the Southwest. For detailed requirements go to [www.aaih.org](http://www.aaih.org). To apply, email cover letter, current resume, salary history and five professional references to [mkenney@aaih.org](mailto:mkenney@aaih.org) or mail to Marianna Kennedy, Interim AASTEC Director, AAIHB, 5015 Prospect Avenue NE, Albuquerque, NM 87110  
American Indian preference will be extended.

**Staff Epidemiologist**

Albuquerque Area Indian Health Board, Inc.  
Albuquerque Area Southwest Tribal Epidemiology Center (AASTEC)  
This position reports to the Director of the Albuquerque Area Southwest Tribal Epidemiology Center located within the Albuquerque Area Indian Health Board, Inc. The Epidemiologist's primary responsibility is to provide a wide range of epidemiologic assistance to AASTEC. This will include design, implementation and evaluation of the core epidemiologic functions such as surveillance, study design, and disease investigation. Applicant must have a minimum of a Master of Public Health (MPH) degree in Epidemiology with two years of experience epidemiologic investigation and analysis. Send CV/Resume, three professional references, salary history and cover letter to [mkenney@aaih.org](mailto:mkenney@aaih.org) or by regular mail to: Marianna Kennedy, Albuquerque Area Indian Health Board, Inc., 5015 Prospect Avenue NE, Albuquerque, NM 87110.

**Community Business Section**

**PAGOSA SMILES**  
Drs. Glenn & Jordan Rutherford  
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