

<p style="text-align: center;">KICKAPOO TRIBE IN KANSAS Position Description</p>
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Position Title: Web Developer (Summer Internship)

Status: Full-time Temporary (40 hours per week)

Supervisor: Environmental Director

Position Summary

The Web Developer will work under the supervision of the Kickapoo Environmental Director primarily on the tribal General Assistance Program. The main objective of this paid internship is to develop and enhance the Environmental Office's webpage into a more complete and utilizing tool for the public's use. The selected candidate will gain leadership, communication, and practical experience while working on this project.

Duties and Responsibilities

This position designs and constructs web pages/sites including incorporating Graphic User Interface features and other techniques. Maintains and provides ongoing design of the Environmental webpage, seasonal content specials, social media, and multimedia. Familiar with standard concepts, practices, and procedures within a particular field. Performs a wide variety of tasks.

Consults with Environmental Staff to design, build and manage the webpage. Develops installation programs for the webpage. Relies on experience and judgment to plan and accomplish goals. Collaborates with IT development staff to ensure effective web design and Graphical User Interface. A wide degree of creativity and latitude is expected.

Possesses excellent verbal and written communication skills.

Qualifications:

Pursing a degree from an accredited college or university focusing in Graphic Arts, Communications, or related field.

1-2 years experience in web design, media, or communications; or an equivalent combination of education and experience. Preference working with Indian Tribes is preferred.

Demonstrated experience in the environmental field.

Special Notes

The internship is designed to give a college student an opportunity to

- Assist the Kickapoo Environmental Office with environmental issues.
- Acquire ready-to-use skills.
- Gain actual experience while contributing to a project.
- Earn \$4,000 during the ten week experience.

The internship is expected to be conducted during the normal college summer months of May-August 2010. Flexibility will be given to accommodate a wide variety of schedules.

All intellectual property developed during this time period will be owned solely by the Kickapoo Tribe in Kansas.

Privacy Act

The Web Developer must comply with all requirements and provisions of Subpart D. of 43 CFR, Part 2, which implements the Privacy Act (5 USC 552a) (i)(1).

Drug-Free Workplace Policy

As a condition of employment, applicants must consent to pre-employment drug testing prior to appointment, and abide by the Drug-Free Workplace Policy while employed by the Kickapoo Tribe in Kansas.

Indian Preference Policy

Preference in filling vacancies is given to qualified Indian candidates in accordance with Indian Preference Act of 1934 (Title 25, USC, Section 472) and Kickapoo Tribal Employment Rights Ordinance (TERO). Verification must be submitted with the application if claiming Indian Preference. Consideration will be given to non-Indian applicants in the absence of qualified Indian Preference eligible.