



Spirit Lake Tribe
P.O. Box 359
Fort Totten, North Dakota 58335
karenj@spiritlakenation.com

Job Title:	M.I.S. Technician	Open Date:	November 8, 2022
SLT Program:	SLT MIS Department	Close Date:	Until Filled

Position Objective:

Major Duties & Responsibilities:

- Technician is responsible for installing, maintaining, and troubleshooting all computer hardware and software within Spirit Lake Tribe.
- Working either in a telephone environment or face to face with employees, the technician will be able to answer the technical questions of all end users.
- The technician interacts with external vendors regarding the procurement and repair of all hardware.
- Technician may also deliver one-on-one or group classroom training to employees.
- After consulting with end users, technician may offer recommendations regarding hardware and software upgrades.
- Additionally, the technician will meticulously track the details of all work that has been completed.
- Technician shall research MIS trends and recommend information system technology.
- Technician shall perform related duties as assigned by the MIS Director
- Surveillance Monitoring

Qualifications, Experience, and education required:

- Requires four to five years of general computer and/or information systems experience.
- Associate degree in computer science and experience in network maintenance.
- Knowledgeable in Microsoft office.

Job Role:	MIS Technician	Company Industry:	Spirit Lake Tribe
Employment Status:	Full- time	Supervision:	Reports to MIS Director
Monthly Salary Range:		Manages Others:	No
Number of Vacancies:	1		

Please Send Application to:

Name:	Spirit Lake Human Resource Dept	Email:	katerid@spiritlakenation.com normar@spiritlakenation.com
Address:	P.O. Box 97	State	North Dakota
City:	Fort Totten	Zip/Postal Code:	58335
Phone:	701-381-0204 or 701-381-0361	Fax:	701-766-1272

Application Procedure	Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver's license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference a copy of Tribal Enrollment must be attached/ If seeking Veteran's preference must include Form DD214/Authorization signature will be required for background check and drug testing.
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