



**Great Lakes Inter-Tribal Council, Inc.**  
P.O. Box 9, Lac du Flambeau, Wisconsin 54538  
**Phone: 715-588-3324 Fax: 715-588-1774**  
**Website: [www.glitc.org](http://www.glitc.org)**

*Supporting member tribes in expanding sovereignty and self-determination.*

### Members

Bad River Band of Lake Superior Chippewa Indians  
Forest County Potawatomi  
Lac Courte Oreilles Band of Lake Superior Chippewa Indians  
Lac du Flambeau Band of Lake Superior Chippewa Indians  
Lac Vieux Desert Band of Lake Superior Chippewa Indians  
Menominee Indian Tribe of Wisconsin  
Oneida Nation  
Red Cliff Band of Lake Superior Chippewa Indians  
St. Croix Band of Lake Superior Chippewa Indians  
Sokaogon Band of Lake Superior Chippewa Indians  
Stockbridge-Munsee Band of Mohican Indians

GLITC is recruiting for the following position. A complete job description is available on our web site. Drug Testing required before hire and random thereafter.

### IT Help Desk Intern

The IT Help Desk Intern's role is to assist the IT Specialist to ensure proper computer operation so that end users can accomplish business tasks. This includes receiving, prioritizing, documenting, and actively resolving end user help requests. Problem resolution may involve the use of diagnostic and help request tracking tools, as well as require that the individual give in-person, hands-on help at the desktop level. Regular attendance during scheduled working hours is an essential function of this position.

Working out of the Lac du Flambeau Central Office in Lac du Flambeau, WI, this position is part-time/temporary internship position. Starting hourly wage \$10.00 - \$12.50. Drug testing required before hire and random thereafter.

### Qualifications

Must have completed at least one year of computer science courses and be currently enrolled in computer sciences program at an accredited college or technical college. Experience with a Native American Tribal organization and/or not-for-profit agency desirable. Individual must possess: Knowledge of basic computer hardware, experience with desktop and server operating systems, application support experience, knowledge of programming languages, working knowledge of a range of diagnostic utilities. Exceptional written and oral communication skills; excellent interpersonal skills; strong documentation skills; ability to absorb and retain information quickly; ability to present ideas in user-friendly language; self-motivated and directed; proven analytical and problem-solving skills; excellent customer service orientation; ability to manage time effectively; ability to build positive work relationships with internal and external customers; ability to interact professionally with a wide variety of people and with minimal supervision.

**To Apply:** Mail, fax or email a **GLITC application and resume** to Great Lakes Inter Tribal Council, Inc., P.O. Box 9, Lac du Flambeau, WI 54538, Attn: Karen Campbell. Fax: (715) 588-1774. Email: [hr@glitc.org](mailto:hr@glitc.org). See the employment page of our website for an application form or contact us at [hr@glitc.org](mailto:hr@glitc.org).

**Application closing date is at 4:30 PM on Wednesday, March 27, 2013.**

GLITC is an Equal Opportunity Employer applying Native American Preference as defined in Title 25, U.S. Code, Section 44-46 and 47.