



WHITE EARTH RESERVATION

CHAIR Michael Fairbanks SECRETARY-TREASURER Michael LaRoque
DISTRICT I Henry Fox DISTRICT II Eugene Sommers DISTRICT III Laura Erickson

Job Announcement

Position: IT Technician I, II, or III
Location: White Earth RTC
Pay: \$21.44, \$22.51, \$23.64 DOQ

Benefits: Full

Open: 04-20-26
Close: 05-01-26
Status: Full Time

The White Earth Reservation Tribal Council is currently seeking a qualified applicant who will be responsible for this position will be the tier 1 Level of ensuring the continuity of computer system services and helpdesk tickets for computer software products, modify and repair hardware and resolve.

Position Out Comes:

- Will be responsible for computer systems assembly, computer and accessories deployment, and software installations to local and remote locations.
- Ability to answer end user's questions in person, through email, or via telephone to diagnose and resolve hardware, software and network issues.
- Install and perform major repairs to hardware and peripheral equipment following manufacture's standards.
- Install hardware for network connectivity such as Cat5/Cat6 cable and Point-to-Point wireless devices.
- Travel to remote locations on and off the White Earth Reservation to perform service and support.
- Performs other duties and responsibilities as required or assigned.
- Serve as the first point of contact for customers seeking technical assistance over the phone or email.

Knowledge, Skills and Abilities:

- Knowledge of and ability to apply White Earth Reservation Tribal Council and the IT department policies and procedures.
- Knowledge of troubleshooting workstation issues with users in person, on the telephone, or through remote desktop connections.
- Strong understanding of Microsoft Windows Operating Systems and Microsoft Office 2013/2016/365.
- Skill and experience in creating and presenting both written and verbal material.
- Ability to effectively handle and prioritize tasks, frequent interruptions, and details with accuracy.
- Ability to resolve basic service recovery issues and understand when to escalate to the next level.

Qualifications:

- **Associates Degree in a technology related field or (4) Years of experience in IT Support Tech II**
- **Bachelors Degree in a technology related field or (4) Years of experience in IT Support Tech III**
- **IT Certification Preferred.**
- **Must have a valid MN Driver's License and proof of insurance for travel between sites.**
- **Must pass a criminal background check and drug screening.**

Mail Applications to:

White Earth Reservation Business Committee
Attention: Human Resources
P.O. Box 418
White Earth, MN 56591

Download Applications at: www.whiteearth.com

EEO with Native Preference

*A Drug Free Workplace - Tests for alcohol and illegal drug use may be required prior to and during employment
Background Checks performed*