

Delaware Nation Vacancy Announcement

Below you will find a detailed description of the vacancy being advertised herein. To be considered for the position you must fill out a Delaware Nation Employment Application, available at the Delaware Nation Tribal Complex or at www.delawarenation.com/human-resources/. Delaware Nation does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. Delaware Nation reserves the right to apply and utilize Indian Preference in its hiring and employment activities, as allowed by Indian Preference guidelines.

Job Title:	Help Desk Specialist	Posting Date:	October 10, 2024	Closing Date:	Open Until Filled
Department:	IT	Status:	Full-Time		
Location:	Anadarko, OK				

Position Summary:

Under the supervision of the IT Director, provides user support and customer service on company-supported computer applications and platforms. Troubleshoot problems and advise on the appropriate action.

Qualifications

1. Bachelor's degree preferred	4. Knowledge and experience of customer service practices
2. Working knowledge of fundamental operations of relevant software, hardware and other equipment	5. Related experience and training in troubleshooting and providing help desk support
3. Knowledge of relevant call tracking applications	

Applicant **MUST** possess and retain the following while employed with Delaware Nation in the advertised position:

<ul style="list-style-type: none"> Valid Oklahoma Driver License Pass drug testing requirements Pass Background Check 	<ul style="list-style-type: none"> 2 years satisfactory performance in a related position
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To apply submit the following:

- A current Delaware Nation Employment Application and Resume
- A Certificate of Degree of Indian Blood (CDIB), if applicable
- Current Valid Oklahoma Driver License
- Other Documents Deemed Applicable

Where to Apply:

Name	Address	Phone Number	Fax Number	Email Address
Delaware Nation Human Resources Dept.	PO Box 825 Anadarko, OK 73005	(405)247-2448 Ext. 1102	(405)247-9393	arodriguez@delawarenation-nsn.gov

**A complete job description for the above advertised position may be obtained from the Delaware Nation Human Resources Department.