



DEPARTMENT OF PERSONNEL

HO-CHUNK NATION JOB POSTING

POST DATE: 3/24/2010

This listing can also be located at www.ho-chunknation.com and is normally updated on Wednesday of each week.

*To be considered for this position(s) you must submit a copy of your degree/certification for education beyond high school.

Apply to: Ho-Chunk Nation Department of Personnel, P.O. Box 667, Black River Falls, WI 54615, (715) 284-9465 - FAX

BUS MONITOR

Closing Date: 4/7/2010

DEPARTMENT OF EDUCATION - EDUCATION HEADSTART

Location: BLACK RIVER FALLS

Submit: Application

Pay Rate: \$8.26

Status: QUARTER-TIME

Job Code: 100324A

Qualifications: Must possess an impeccable attendance record in previous positions. Must have excellent written and verbal communication skills. Ability to understand and relate to children with special needs. Ability to show enthusiasm, interest and concern for the program and its efficient operation. Should attempt to maintain control with parents, students and co-workers. High School Diploma or GED. Willingness to participate in the Head Start program. Must possess or obtain within 90 days of employment CPR and First Aid training and update as required. Must clear a Department of Justice and Department of Health & Human Services background check and fingerprinting with child abuse index. Must have a valid driver's license, proof of liability insurance and reliable transportation.

Apply to: Ho-Chunk Nation Department of Personnel, P.O. Box 667, Black River Falls, WI 54615, (715) 284-9465 - FAX

BUS MONITOR

Closing Date: 4/7/2010

DEPARTMENT OF EDUCATION - EDUCATION HEADSTART

Location: WITTENBERG

Submit: Application

Pay Rate: 8.26

Status: QUARTER-TIME

Job Code: 100324B

Qualifications: Must possess an impeccable attendance record in previous positions. Must have excellent written and verbal communication skills. Ability to understand and relate to children with special needs. Ability to show enthusiasm, interest and concern for the program and its efficient operation. Should attempt to maintain control with parents, students and co-workers. High School Diploma or GED. Willingness to participate in the Head Start program. Must possess or obtain within 90 days of employment CPR and First Aid training and update as required. Must clear a Department of Justice and Department of Health & Human Services background check and fingerprinting with child abuse index. Must have a valid driver's license, proof of liability insurance and reliable transportation.

Apply to: Majestic Pines Casino & Bingo, W9010 Hwy 54 East, Black River Falls, WI 54615, (715) 284-7582 - FAX

CAGE CASHIER

Closing Date: 4/7/2010

DEPARTMENT OF BUSINESS - TOMAH WTC CASINO

Location: TOMAH

Submit: Application and Resume

Pay Rate: 10.00

Status: FULL-TIME

Job Code: 100324C

Qualifications: MUST BE BONDABLE. Ability to accurately use a calculator and other office machines as required. Must have demonstrated competence in mathematical skills, knowledge of accounting procedures and cash handling ability. Must be trustworthy. Must have working knowledge of gaming operation. Effectively represent the gaming enterprises in public and follow the chain of command. Reads, writes, and understands English. Cannot be colorblind. Must have good eyesight. Must have dexterity in both hands. Infrequent lifting of up to 100 lbs. Primary lifting requirements is 10-25 lbs on consistent basis. Must be able to walk, stoop, bend, and stand for long periods of time. One to three years of appropriate experience. Must have high school diploma or GED. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.

- N *Ho-Chunk Preference will be applied in hiring.
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CLINIC OFFICE MANAGER

Closing Date:

Open Until Filled

DEPARTMENT OF HEALTH - HEALTH CLINIC - BRF

Location: BLACK RIVER FALLS

Submit: Application

Pay Rate: 12.00

Status: FULL-TIME

Job Code: 100324D

Qualifications: High school diploma or equivalent. Knowledge of modern office procedures and methods including telephone communications, office systems, and record keeping. Knowledge of modern business communication, including styles and formats of letters, memoranda, minutes, and reports. Required skill in use of a personal computer and various software packages. Knowledge of medical terminology. Ability to communicate effectively with the public. Ability to follow directions and absorb quantities of material necessary to the efficient performance of assigned duties. Good organizational skills. Meet deadlines under pressing workloads. Ability to work independently. Ensure that all duties are performed in strict compliance with the Privacy Act in maintaining confidentiality. Promote healthy, non-abusive lifestyle. Knowledge of the office and billing aspects of the medical profession. Must have valid driver's license, dependable transportation, and proper insurance.

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COMMUNITY YOUTH COORDINATOR

Closing Date:

4/7/2010

DEPARTMENT OF SOCIAL SERVICES - YOUTH SERVICES

Location: LA CROSSE

Submit: Application

Pay Rate: 11.00

Status: FULL-TIME

Job Code: 100324E

Qualifications: High school diploma or equivalent AND at least two years of experience in working with youth. Must have at least two years of sobriety. Must have working knowledge of Indian culture and traditions. Ability to communicate orally and in writing. Must be able to organize activities for the program. Valid driver's license, dependable transportation and proper insurance.

Apply to: Ho-Chunk Nation Department of Personnel, P.O. Box 667, Black River Falls, WI 54615, (715) 284-9465 - FAX

DOMESTIC ABUSE ADVOCATE

Closing Date:

4/7/2010

DEPARTMENT OF SOCIAL SERVICES - DOMESTIC ABUSE SERVICES

Location: NECEDAH

Submit: Application and Resume

Pay Rate: 12.00

Status: FULL-TIME

Job Code: 100324F

Qualifications: High school diploma or equivalent, individual shall be a para-professional within the Social Work field or related disciplines (i.e. psychology, sociology, social sciences etc.) Bachelor's Degree preferred. Minimum of four years post high school experience in the Social Work or related disciplines. Understanding of Domestic Violence issues. Professional experience in human service field preferred. Understanding of Ho-Chunk culture and traditions, a plus. Non-abusive, healthy lifestyle is required. Possession of working vehicle, valid Wisconsin driver's license and proper insurance.

Apply to: DeJope Gaming, 4002 Evan Acres Road, Madison, WI 53713, (608) 224-1801 - FAX

PROMOTIONS HOST/HOSTESS

Closing Date:

4/7/2010

DEPARTMENT OF BUSINESS - DEJOPE-MARKETING

Location: MADISON

Submit: Application

Pay Rate: 9.00

Status: PART-TIME

Job Code: 100324G

Qualifications: Must be able to handle multiple tasks in a noisy, smoky and stressful environment. Must be bondable and hold gaming license. Must adhere to strict confidentiality at all times. Some knowledge of computers a plus. Ability to use sound judgment. Must be able to work well on a team. Ability and willingness to work nights, weekends and holidays is required. Ability to deal with stressful situations and conditions is required. High school diploma or GED. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.

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Apply to: Ho-Chunk Casino/Bingo/Hotel, S3214 A Hwy 12, Baraboo, WI 53913, (608) 355-4000 - FAX

RESTAURANT/BEVERAGE SERVICES SUPERVISOR

Closing Date: 4/7/2010

DEPARTMENT OF BUSINESS - HO-CHUNK CASINO-FOOD & BEVERAGE

Location: BARABOO

Submit: Application and Resume

Pay Rate: 11.00

Status: FULL-TIME

Job Code: 100324H

Qualifications: High school diploma or GED. Minimum 1 year bar management with at least one year supervisor experience. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.

Apply to: Ho-Chunk Casino/Bingo/Hotel, S3214 A Hwy 12, Baraboo, WI 53913, (608) 355-4000 - FAX

SLOT TECHNICIAN

Closing Date: 4/7/2010

DEPARTMENT OF BUSINESS - HO-CHUNK CASINO - SLOTS

Location: BARABOO

Submit: Application

Pay Rate: 11.00

Status: FULL-TIME

Job Code: 100324I

Qualifications: MUST BE BONDABLE. High School graduate or GED equivalent required, degree in electronics beneficial. Read, write and understand English, basic machine skills required. Must be able to pass Slot tests during probation period. Must be licensable according to Tribal Policy. Knowledge of computer operation, controls and robotics beneficial, but not required. Knowledge of Ohm's law beneficial, but not required. Knowledge of time out codes beneficial, but not required. Must have good eyesight, cannot be colorblind. Must be able to stand, bend and stoop. Must be able to lift 50 lbs. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.

Apply to: Ho-Chunk Nation Department of Personnel, P.O. Box 667, Black River Falls, WI 54615, (715) 284-9465 - FAX

SYSTEMS ADMINISTRATOR

Closing Date: 4/7/2010

DEPARTMENT OF ADMINISTRATION - HO-CHUNK CASINO-IT

Location: BARABOO

Submit: Application and Resume

Pay Rate: 21.00

Status: FULL-TIME

Job Code: 100324J

Qualifications: Advanced practical application skills in network operating systems, Microsoft Products, Emails systems, voice mail systems and back-up systems. Must able to lift 50 pounds from floor to overhead occasionally. Ability to maintain confidentiality and professional demeanor under all work circumstances. Ability to work in a team environment or independently as needed. Minimum of 2-year degree in Computer Science or Information Management. Minimum MCSA in Windows 2000 or 2003, CompTia Network+ Certification. Recommended CCNA Certification. Experience with routing, cabling, installation of networking operating systems, switches, VLAN's, and interfacing with multiple topologies and environments. Experience in troubleshooting, diagnosis and correction of system failures. Knowledge of database systems concepts. Background in Tribal or Government programs; Gaming Operations; HIPAA requirements. Must be available flexible work schedules; on-call needed. Must comply with tribal drug testing policy. Valid driver license, dependable transportation and proper insurance. All casino employees will be subject to the Criminal and Background restrictions of the Ho-Chunk Nation.

PREVIOUS POSTINGS - FOR ALL FACILITIES
(PLEASE REFER TO PREVIOUS POSTING - 3/17/2010 - FOR MORE INFORMATION)

Apply to: Ho-Chunk Nation Department of Personnel, P.O. Box 667, Black River Falls, WI 54615, (715) 284-9465 - FAX

CLINIC PHYSICIAN

Closing Date: Open Until Filled

DEPARTMENT OF HEALTH AND SOCIAL SERVICES - HEALTH - BARABOO

Location: BARABOO

Submit: Application and Resume

Pay Rate: DOQ

Status: FULL-TIME

Job Code: 090902D

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SOFT COUNT ASSOCIATE

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - TOMAH WTC CASINO

Location: TOMAH

Submit: Application

Pay Rate: \$10.00

Status: PART-TIME

Job Code: 090909S

Apply to: Ho-Chunk Nation Department of Personnel, P.O. Box 667, Black River Falls, WI 54615, (715) 284-9465 - FAX

FAMILY NURSE PRACTITIONER/NURSING SUPERVISOR

Closing Date:

Open Until Filled

DEPARTMENT OF HEALTH AND SOCIAL SERVICES - HOUSE OF WELLNESS

Location: BARABOO

Submit: Application and Resume

Pay Rate: DOQ

Status: FULL-TIME

Job Code: 090923D

Apply to: DeJope Gaming, 4002 Evan Acres Road, Madison, WI 53713, (608) 224-1801 - FAX

HOST/HOSTESS CASHIER

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - DEJOPE FOOD & BEVERAGE

Location: MADISON

Submit: Application

Pay Rate: \$8.00

Status: FULL-TIME/PART-TIME

Job Code: 091007E

Apply to: Ho-Chunk Nation Department of Personnel, P.O. Box 667, Black River Falls, WI 54615, (715) 284-9465 - FAX

SOCIAL WORKER GRADE C

Closing Date:

Open Until Filled

DEPARTMENT OF HEALTH AND SOCIAL SERVICES - CHILD AND FAMILY SERVICES

Location: BLACK RIVER FALLS

Submit: Application and Resume

Pay Rate: DOQ

Status: FULL-TIME

Job Code: 091007L

Apply to: DeJope Gaming, 4002 Evan Acres Road, Madison, WI 53713, (608) 224-1801 - FAX

ENVIRONMENTAL SERVICE PERSON

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - DEJOPE-FACILITY

Location: MADISON

Submit: Application

Pay Rate: \$9.00

Status: FULL-TIME

Job Code: 091021F

Apply to: Ho-Chunk Nation Department of Personnel, P.O. Box 667, Black River Falls, WI 54615, (715) 284-9465 - FAX

MENTAL HEALTH CLINICIAN

Closing Date:

Open Until Filled

DEPARTMENT OF HEALTH - HEALTH OFFICE - BRF

Location: BLACK RIVER FALLS

Submit: Application and Resume

Pay Rate: \$20.00

Status: FULL-TIME

Job Code: 091021H

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CLINIC REGISTERED NURSE/NURSE EDUCATOR Closing Date: Open Until Filled
DEPARTMENT OF HEALTH - HEALTH CLINIC - BRF
Location: BLACK RIVER FALLS
Submit: Application and Resume Pay Rate: DOQ Status: FULL-TIME Job Code: 091125B

Apply to: Ho-Chunk Nation Department of Personnel, P.O. Box 667, Black River Falls, WI 54615, (715) 284-9465 - FAX

MENTAL HEALTH MANAGER Closing Date: Open Until Filled
DEPARTMENT OF HEALTH - HEALTH CLINIC - BRF
Location: BLACK RIVER FALLS
Submit: Application and Resume Pay Rate: DOQ Status: FULL-TIME Job Code: 100120G

Apply to: Ho-Chunk Casino/Bingo/Hotel, S3214 A Hwy 12, Baraboo, WI 53913, (608) 355-4000 - FAX

BEVERAGE SERVER Closing Date: Open Until Filled
DEPARTMENT OF BUSINESS - HO-CHUNK CASINO-FOOD & BEVERAGE
Location: BARABOO
Submit: Application Pay Rate: 6.00 Status: PART-TIME Job Code: 100203B

Apply to: Ho-Chunk Nation Department of Personnel, P.O. Box 667, Black River Falls, WI 54615, (715) 284-9465 - FAX

PHARMACIST Closing Date: Open Until Filled
DEPARTMENT OF HEALTH - HEALTH CLINIC - BRF
Location: BLACK RIVER FALLS
Submit: Application and Resume Pay Rate: DOQ Status: FULL-TIME Job Code: 100217H

Apply to: Ho-Chunk Casino/Bingo/Hotel, S3214 A Hwy 12, Baraboo, WI 53913, (608) 355-4000 - FAX

GUEST SERVICE REPRESENTATIVE (3RD SHIFT) Closing Date: Open Until Filled
DEPARTMENT OF BUSINESS - HO-CHUNK CASINO/HOTEL
Location: BARABOO
Submit: Application Pay Rate: 8.00 Status: PART-TIME Job Code: 100303F

Apply to: Ho-Chunk Nation Department of Personnel, P.O. Box 667, Black River Falls, WI 54615, (715) 284-9465 - FAX

INDIAN CHILD WELFARE COORDINATOR Closing Date: Open Until Filled
DEPARTMENT OF SOCIAL SERVICES - CHILD AND FAMILY SERVICES
Location: BLACK RIVER FALLS
Submit: Application Pay Rate: 12.00 Status: FULL-TIME Job Code: 100303G

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LIFEGUARD

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - HO-CHUNK CASINO/HOTEL

Location: BARABOO

Submit: Application

Pay Rate: 8.00

Status: PART-TIME

Job Code: 100303H

Apply to: Ho-Chunk Casino/Bingo/Hotel, S3214 A Hwy 12, Baraboo, WI 53913, (608) 355-4000 - FAX

NIGHT AUDITOR

Closing Date:

Open Until Filled

ANY - HO-CHUNK CASINO/HOTEL

Location: BARABOO

Submit: Application

Pay Rate: 9.00

Status: PART-TIME

Job Code: 100303i

Apply to: DeJope Gaming, 4002 Evan Acres Road, Madison, WI 53713, (608) 224-1801 - FAX

RECEIVING/WAREHOUSE CLERK

Closing Date:

Open Until Filled

DEPARTMENT OF BUSINESS - DEJOPE GAMING-PURCHASING

Location: MADISON

Submit: Application and Resume

Pay Rate: 8.00

Status: FULL-TIME

Job Code: 100303J

Apply to: Ho-Chunk Nation Department of Personnel, P.O. Box 667, Black River Falls, WI 54615, (715) 284-9465 - FAX

CENTER DIRECTOR

Closing Date:

3/24/2010

DEPARTMENT OF SOCIAL SERVICES - YOUTH SERVICES

Location: LA CROSSE

Submit: Application and Resume

Pay Rate: 14.00

Status: FULL-TIME

Job Code: 100310A

Apply to: Ho-Chunk Nation Department of Personnel, P.O. Box 667, Black River Falls, WI 54615, (715) 284-9465 - FAX

CERTIFIED MEDICAL ASSISTANT

Closing Date:

3/24/2010

DEPARTMENT OF HEALTH - HOUSE OF WELLNESS

Location: BARABOO

Submit: Application and Resume

Pay Rate: \$12.00

Status: FULL-TIME

Job Code: 100310B

Apply to: Ho-Chunk Nation Department of Personnel, P.O. Box 667, Black River Falls, WI 54615, (715) 284-9465 - FAX

CLINIC REGISTERED NURSE (NURSE 4)

Closing Date:

Open Until Filled

DEPARTMENT OF HEALTH - HOUSE OF WELLNESS

Location: BARABOO

Submit: Application and Resume

Pay Rate: 17.00

Status: FULL-TIME

Job Code: 100310C

- N** *Ho-Chunk Preference will be applied in hiring.
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CLINIC REGISTERED NURSE/NURSE EDUCATOR Closing Date: **Open Until Filled**
DEPARTMENT OF HEALTH - HOUSE OF WELLNESS
Location: BARABOO
Submit: Application and Resume Pay Rate: \$22.00 Status: FULL-TIME Job Code: 100310D

Apply to: Ho-Chunk Nation Department of Personnel, P.O. Box 667, Black River Falls, WI 54615, (715) 284-9465 - FAX

DENTIST Closing Date: **Open Until Filled**
DEPARTMENT OF HEALTH - HEALTH CLINIC - BRF
Location: BLACK RIVER FALLS
Submit: Application and Resume Pay Rate: DOQ Status: FULL-TIME Job Code: 100310E

Apply to: Ho-Chunk Casino/Bingo/Hotel, S3214 A Hwy 12, Baraboo, WI 53913, (608) 355-4000 - FAX

EXECUTIVE HOTEL MANAGER Closing Date: **3/24/2010**
DEPARTMENT OF BUSINESS - HO-CHUNK CASINO/HOTEL
Location: BARABOO
Submit: Application and Resume Pay Rate: DOQ Status: FULL-TIME Job Code: 100310F

Apply to: Majestic Pines Casino & Bingo, W9010 Hwy 54 East, Black River Falls, WI 54615, (715) 284-7582 - FAX

FOOD SERVER Closing Date: **3/24/2010**
DEPARTMENT OF BUSINESS - MAJESTIC PINES CASINO-F&B
Location: BLACK RIVER FALLS
Submit: Application Pay Rate: \$7.00 Status: PART-TIME Job Code: 100310G

Apply to: DeJope Gaming, 4002 Evan Acres Road, Madison, WI 53713, (608) 224-1801 - FAX

MAINTENANCE MANAGER Closing Date: **3/24/2010**
DEPARTMENT OF BUSINESS - DEJOPE-FACILITY
Location: MADISON
Submit: Application and Resume Pay Rate: 13.00 Status: FULL-TIME Job Code: 100310H

Apply to: Majestic Pines Casino & Bingo, W9010 Hwy 54 East, Black River Falls, WI 54615, (715) 284-7582 - FAX

RESTAURANT/BEVERAGE SERVICES SUPERVISOR Closing Date: **3/24/2010**
DEPARTMENT OF BUSINESS - MAJESTIC PINES CASINO-F&B
Location: BLACK RIVER FALLS
Submit: Application and Resume Pay Rate: \$11.00 Status: FULL-TIME Job Code: 100310I

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SLOT SHIFT SUPERVISOR

Closing Date: 3/24/2010

DEPARTMENT OF BUSINESS - MAJESTIC PINES CASINO-SLOTS

Location: BLACK RIVER FALLS

Submit: Application and Resume

Pay Rate: \$13.00

Status: FULL-TIME

Job Code: 100310J

Apply to: Majestic Pines Casino & Bingo, W9010 Hwy 54 East, Black River Falls, WI 54615, (715) 284-7582 - FAX

SLOT TECHNICIAN

Closing Date: 3/24/2010

DEPARTMENT OF BUSINESS - MAJESTIC PINES CASINO-SLOTS

Location: BLACK RIVER FALLS

Submit: Application and Resume

Pay Rate: 11.00

Status: FULL-TIME

Job Code: 100310K

Apply to: Ho-Chunk Nation Department of Personnel, P.O. Box 667, Black River Falls, WI 54615, (715) 284-9465 - FAX

SURVEILLANCE AGENT

Closing Date: 3/24/2010

DEPARTMENT OF JUSTICE - RAINBOW-SURVEILLANCE

Location: NEKOOSA

Submit: Application

Pay Rate: 11.00

Status: FULL-TIME

Job Code: 100310L

Apply to: Ho-Chunk Nation Department of Personnel, P.O. Box 667, Black River Falls, WI 54615, (715) 284-9465 - FAX

SURVEILLANCE INVESTIGATOR

Closing Date: 3/24/2010

DEPARTMENT OF JUSTICE - DEJOPE-SURVEILLANCE

Location: MADISON

Submit: Application and Resume

Pay Rate: 13.00

Status: FULL-TIME

Job Code: 100310M

Apply to: Ho-Chunk Nation Department of Personnel, P.O. Box 667, Black River Falls, WI 54615, (715) 284-9465 - FAX

BUS MONITOR

Closing Date: 3/31/2010

DEPARTMENT OF EDUCATION - EDUCATION HEADSTART

Location: NEKOOSA

Submit: Application

Pay Rate: 8.26

Status: QUARTER-TIME

Job Code: 100317A

Apply to: Ho-Chunk Nation Department of Personnel, P.O. Box 667, Black River Falls, WI 54615, (715) 284-9465 - FAX

COMMUNITY YOUTH COORDINATOR

Closing Date: 3/31/2010

DEPARTMENT OF SOCIAL SERVICES - YOUTH SERVICES

Location: BLACK RIVER FALLS

Submit: Application

Pay Rate: 11.00

Status: FULL-TIME

Job Code: 100317B

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LANDS SUPERVISOR

Closing Date:

Open Until Filled

DEPARTMENT OF HERITAGE PRESERVATION - DNR

Location: BLACK RIVER FALLS

Submit: Application, Resume and Letter of Application

Pay Rate: 15.00

Status: FULL-TIME

Job Code: 100317C

Apply to: Ho-Chunk Casino/Bingo/Hotel, S3214 A Hwy 12, Baraboo, WI 53913, (608) 355-4000 - FAX

MAINTENANCE PERSON

Closing Date:

3/31/2010

DEPARTMENT OF BUSINESS - HO-CHUNK CASINO - FACILITIES

Location: BARABOO

Submit: Application

Pay Rate: \$9.00

Status: FULL-TIME

Job Code: 100317D

Apply to: Ho-Chunk North Casino, N7214 US Hwy 45, PO Box J, Wittenberg, WI 54499, (715) 253-3183

RESTAURANT/BEVERAGE SERVICES SUPERVISOR

Closing Date:

3/31/2010

DEPARTMENT OF BUSINESS - WITTENBERG CASINO-FOOD & BEVERAGE

Location: WITTENBERG

Submit: Application

Pay Rate: \$11.00

Status: FULL-TIME

Job Code: 100317E

Apply to: Ho-Chunk North Casino, N7214 US Hwy 45, PO Box J, Wittenberg, WI 54499, (715) 253-3183

TRAFFIC CONTROL

Closing Date:

3/31/2010

DEPARTMENT OF BUSINESS - WITTENBERG CASINO-MARKETING

Location: WITTENBERG

Submit: Application

Pay Rate: 8.00

Status: PART-TIME

Job Code: 100317F

- N** *Ho-Chunk Preference will be applied in hiring.
- O** *A completed application and resume (if specified) must be submitted and received in the appropriate Personnel or Human Resource office (identified above) no later than 4:00pm on the closing date to be considered for the posted position.
- T** *All applicants will be subject to the Ho-Chunk Nation Drug, Alcohol and Controlled Substance Policy.
- E** *Some of the jobs posted may require a gaming license.