



Job Position: Linguist	Status: Full-Time/Exempt
Division: Language and Culture Revitalization	Salary: Based on Experience
Posting Date: January 6, 2020	Closing Date: Until Hire

Job Description

Summary:

Responsible for Tunica language resource development, lesson planning, teaching and cultural activities that promote the learning of the Tunica and/or Biloxi languages and culture for designated students. Additionally, the linguist will participate in cultural events, programs, craft classes, and provide cultural training.

Essential Duties and Responsibilities:

Under the guidance, direction and supervision of the Director of Development and Programming, the duties and responsibilities of the Linguist include, but may not be limited to, the following:

- Promote the understanding and usage of the Tunica language throughout the Tunica-Biloxi and larger communities
- Compile, organize, and inventory all known Tunica language materials from manuscripts and field notes
- Oversee the production of published works on the Tunica language including: a Tunica grammar, Tunica adult dictionary, children's dictionary, children's books, pedagogical materials, online language learning games, digitizing Tunica language corpus, and Tunica language content in the Tunica-Biloxi museum and other public venues
- Assist with preparation of curriculum and individual language lesson plans
- Facilitate presentations at scheduled language classes
- Develop and update language training content for inclusion on website and other digital formats
- Assist in planning and development of workshops and language training programs
- Coordinate the integration of the Tunica language with other Tunica-Biloxi community programs and government department activities
- Assist with reference support for language students and visitors in the CERC Library (resource center)
- Provide administrative and cataloging support for the CERC Library (resource center)
- Assist with preparation and logistical support for library programs including pre-literacy workshops
- Assist with preparation and organization of lesson and activity materials for language classes, language camp and cultural workshops
- Assist with logistical support for language classes, cultural workshops and youth camps



- Assist with department record management, compiling and disseminating internal and external program communications
- Must learn and apply Tunica-Biloxi tribal customs, heritage and values in all facets of program development and implementation.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

- Must exhibit intermediate proficiency in the Tunica language as evaluated and approved by the management of the Tunica-Biloxi Language & Culture Revitalization Program (TBLCRP)
- Knowledge of Tunica traditional culture and history
- Exhibit strong interpersonal skills, multi-tasking ability, and time management skills
- Ability to work independently with minimum direction and communicate quickly and effectively both orally and in writing
- Problem solving - identifies and resolves problems in a timely manner, gathers and analyzes information skillfully and maintains confidentiality.
- Oral communication - speaks clearly and persuasively in positive or negative situations and demonstrates group presentation skills.
- Written communication - edits work for spelling and grammar, present numerical data effectively and is able to read and interpret written information Planning/organizing- prioritizes and plans work activities and uses time efficiently
- Quality Control - demonstrates accuracy and thoroughness and monitors own work to ensure quality
- Adaptability - adapts to changes in the work environment, manages competing demands and is able to deal with frequent changes.

Qualifications:

To perform this job successfully, an individual must be able to perform the Essential Duties and Responsibilities. The requirements listed below are representative of the knowledge, skill, and/or abilities that are required. Reasonable accommodations may be made to enable individuals with disabilities to perform the Essential Duties and Responsibilities.

Minimum Education and Experience:

- Masters of Arts or equivalent in anthropological or applied linguistics or related field;

Preferred Experience:

- Teaching experience is preferred as well as experience with technology specific to language revitalization;
- Experience in the study of the Tunica language and;
- Experience working with Tunica-Biloxi or Native American communities

Language Ability:

- Ability to read, analyze, and interpret general, culturally specific and business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports business correspondence and procedure manuals.



- Ability to effectively present information and respond to questions from groups of students, youth and adult tribal members and the general public.
- Ability to manage quality control with accuracy and thoroughness and monitor own work to ensure quality.

Math Ability

- Ability to understand standard financial reports and the inherent relationships between those reports; an understanding of the significance of financial ratio analyses that facilitate the successful and efficient management of program dollars.

Reasoning Ability

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to aid in others' communication efforts in order to encourage productive and cooperative communications within the department and between the TBLCRP department and other tribal departments.
- Ability to adapt to changes in the work environment, manage competing demands and deal with frequent changes.
- Must have knowledge of and ability to work with appropriate hardware and software applications

Computer Skills

- To perform this job successfully, an individual should have a working knowledge of word processing and publishing software; spreadsheet software; internet software and human resource systems.

Equipment, Machinery, Tools and Material Utilization

- Requires the ability to use, operate and/or handle equipment such as computer, copier, calculator and telephone. This is not an inclusive list.

Supervisory Responsibilities:

- This position will oversee volunteer community instructors that execute program activities and department service providers that execute program activities when called upon by the Program Director.

Work Environment:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee may be called to upon to do presentations at local, regional, or nationally operated businesses, schools, or community organizations. There may be local, regional or national travel required at various times in the pursuit of program goals and objectives.

