



Oglala Lakota Housing Authority

P.O. Box #603

Pine Ridge, South Dakota 57770

Office 1(605) 867-5161 / Fax 1(605)867-1095 / oslh.org



VACANCY ANNOUNCEMENT

I.T.

Data Entry Specialist

Pine Ridge, South Dakota

Opening Date: October 16, 2023 – 8:00 am

Closing Date: October 30, 2023 – 4:30 pm

How to Apply

Submit a completed Oglala Lakota Housing Authority employment application along with a Resume to Oglala Lakota Housing Authority Human Resources office by 4:30 pm of the closing date. No late or incomplete application will be accepted.

Attach all Pertinent Documents

- **Blood degree if claiming Indian Preference**
- **Veterans Discharge DD214**
- **High School or GED Diploma**
- **College Transcripts or Diploma**
- **Three (3) Current Reference Letters (less than a year old)**
- **Certificated from Workshops or Trainings, Valid State Driver's License.**

The Burden of Proof lies with the Applicant.

Applicants not meeting minimum position requirements will not be selected for interview. Resumes must have the complete address and telephone numbers of past or present employers. All Information will be verified. If selected, you will be required to take the drug and alcohol test. Selection for the position will be contingent upon negative drug/alcohol test results. The applicant is subject to a Background Investigation. All expenses are at the applicant's cost.

For position description and/or additional information please contact the Oglala Lakota Housing Authority Human Resources Office at (605)867-5161, Janelle Price, Ext. 208, or Email: janelle.price@oslh.org

**OGLALA LAKOTA HOUSING AUTHORITY RESERVES THE RIGHT TO
REJECT ALL APPLICATIONS**