



# Goldbelt Heritage Foundation

One Sealaska Plaza, Suite 201  
Juneau, Alaska 99801

## **Academic Tutor/Teaching Assistant** (Juneau) Part Time to Full-Time Position)

Phone: (907) 790-1424  
ghf@goldbelt.com

<http://www.goldbeltheritage.org>

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### **POSITION SUMMARY**

Works with youth to support academic achievement towards student's completion of sponsored coursework, dual credit courses and all academic endeavors that support youth success both towards completing graduation requirements and engaging in youth leadership opportunities.

Position works with project team to support youth achievement in a culturally responsive education program that advances college and career readiness for Alaska Native and American Indian Students in Juneau and other Southeast Alaska Communities in collaboration with Educational Specialists.

Works to assist teaching in sponsored courses based on traditional values to serve middle school and high school youth in collaboration with educators. Works with educators to connect cultural knowledge and/or heritage language to core content in curriculum.

Supports youth engagement in a Career and Cultural Service Learning and Mentorship Program to serve Alaska Native youth ages 14 to 18.

Works with project team to convene parent, family and elder youth gatherings on a regular basis within the community providing family/student resources, providing language and cultural enrichment activities with the goal of establishing Youth Councils at both the Middle and High School grade levels.

Attends with youth the annual student celebration gathering which will involve regularly scheduled planning and preparatory activities with youth.

Works as a part of project team to support youth success in Middle and High School Summer Youth Academies in Juneau, Alaska or other locations to be determined.

Work with staff and elders to meet project objectives/goals.

**QUALIFICATIONS:** Requires experience teaching and/or assisting instruction. Requires ability to positively support youth achievement and to mentor youth. Demonstrated experience supporting youth development and achievement. Prefer knowledge of Southeast Alaska communities, language, culture, people and demonstrated experience working with Alaska Native/ Native American Youth.

Requires the ability to inspire.

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### **APPLICATIONS BEING ACCEPTED THROUGH TO:**

Date: Open Until Filled. Seeking Immediate Hire.

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## Position Application

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### APPLICATION PROCEDURES, SUBMIT:

1. Cover Letter: Include the following information in your cover letter: a) Describe your experience in learning and/or teaching; b) Describe your goals; and 3) Explain your interest in this position.
2. Complete Application
3. Resume

### Applicant Information

Full Name: \_\_\_\_\_ *DOB:* \_\_\_\_\_

Last First M.I.

Address: \_\_\_\_\_

Mailing Address Apartment/Unit #

City State ZIP Code

Phone: \_\_\_\_\_ *Email* \_\_\_\_\_

Are you looking for employment that is:

FULL-TIME

PART-TIME

Date Available: \_\_\_\_\_

Are you a citizen of the United States? YES  NO  *If no, are you authorized to work in the U.S.?* YES  NO

Have you ever been convicted of a felony? YES  NO

If yes, explain:

Have you ever worked for this company? YES  NO  *If yes, when?* \_\_\_\_\_

## Previous Employment

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

### Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES NO Graduation  
  year: \_\_\_\_\_

# of Tlingit language credits: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

Field of Study: \_\_\_\_\_ # of Tlingit Language Credits: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES NO Degree: \_\_\_\_\_

Other/ Vocational \_\_\_\_\_ Address: \_\_\_\_\_

Field of Study: \_\_\_\_\_ Hours of language learning: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES NO Degree/Certificate: \_\_\_\_\_

## References

*Please list three professional references.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

## Disclaimer and Signature

*I certify that my answers are true and complete to the best of my knowledge.*

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_