



Spirit Lake Tribe
P.O. Box 359
Fort Totten, North Dakota 58335
slthr@spiritlakenation.com

Job Title:

Enrollment Director

Open Date:

April 26, 2018

Position Summary: This individual is responsible for protecting and maintaining the integrity of the Tribe's enrollment process. Position requires the ability to work independently as well as collaboratively, exercise good judgment and communication and apply good organizational, clerical, and planning skills. Must have a strong knowledge of the Spirit Lake Tribal community, an interest in genealogical research and the ability to work in coordination with the SLT Enrollment committee.

Major Duties

- Responsible for providing clerical duties for the Tribes enrollment program. This work includes but is not limited to: processing new applications for enrollment and Certificate of Indian Blood for both Enrolled Tribal Citizens and non-enrolled descendants, forwarding information to the regional BIA office, answering email and phone inquiries and mailing information to Tribal citizens. Serves as staff liaison to Enrollment Committee, coordinating and conducting meetings to ensure that the requirements of the Tribal Constitution and Enrollment Ordinance policies and procedures are met.
- Present recommendations of the Enrollment Committee for enrollment of new citizens, dis-enrollments, and relinquishments to tribal Council and communicate decisions of Council to applicants.
- Coordinate enrollment meetings and draft Enrollment Committee Actions.
- Responsible for updating and maintaining both the paper and electronic Tribal enrollment files, ensuring that files are complete and accurate. Conduct demographic surveys. Provide current enrollment statistics to Tribal departments and Tribal Council. Update Tribal Citizen data base.
- Responsible for providing orientation information to each new Tribal citizen and conducting surveys to maintain demographic information on Tribal citizens and their families.
- Responsible for conducting genealogical research when necessary to verify information presented on enrollment applications.
- Responsible for contacting other Tribe's to establish enrollment status, verify blood quantum and process relinquishments.
- Responsible for providing mailing labels, spreadsheets, and demographic information to other programs, departments and Tribal Council when requested.
- Coordinate with the Election Committee and Tribal Government staff during elections to verify newly registered voters.
- Coordinate with the Enrollment Committee, Tribal Government staff and Tribal Council when amending the Tribal Enrollment Code.
- Must be willing to periodically upgrade skills and expertise by attending enrollment workshops and conferences.
- Must be willing to assist, within reason, enrolled Tribal citizens and descendants with personal research requests.
- Provide a wide range of clerical and administrative assistance to staff members of the Office of the

CEO.

- Perform other duties as assigned.

Qualifications:

- Ability to work cooperatively with tribal citizens and staff seeking assistance with enrollment process.
- Ability to work with Tribal people in a sensitive and confidential manner. Must sign confidentiality agreement.
- Excellent organizational skills and the ability to work independently. Must demonstrate good written and verbal communication skills.
- Knowledge and understanding of the Spirit Lake Tribal culture and history.
- Strong customer service ethic and interpersonal skills necessary to interact positively with a diverse range of agencies, organizations, and individuals.
- Must be proficient at Word processing software, internet-based research and database management software.
- Must possess an Associate of Arts Degree with 1 year of clerical experience or be high school graduate with 3 years clerical experience.

NOTICE: This position is subject to a criminal background check and drug testing. As such, applicants will be required, as a pre-condition to employment, to submit to a criminal history background check, including fingerprinting. The applicant will be able to obtain a copy of the criminal history report (from the reporting agency) made available to the Tribe and will have the right to challenge the accuracy and completeness of the information contained in the report.

Job Location:	Spirit Lake Enrollment Program	Company Industry:	Spirit Lake Tribe
Job Role:	Enrollment Officer	Closing Date:	Until Filled
Employment Status:	Full Time	Supervision:	Spirit Lake Tribal Administration
Monthly salary range:	Negotiable/DOQ/competitive	Manages Others:	Yes
Number of vacancies:	One	Other:	NA

Please Send Application to:

Name:	Spirit Lake Human Resource Dept.	Email:	slthr@spiritlakenation.com
Address:	P.O. Box 97	State:	North Dakota
City:	Fort Totten	Zip/Postal Code:	58335
Phone:	701-766-1203 or 701-766-1215	Fax:	701-766-1272

Application Procedures	Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials/License/Copy of college transcripts/copy of valid driver's license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference a copy of Tribal Enrollment must be attached/If
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	seeking Veteran's preference must include Form DD214/Authorizing signature will be required for background check and drug testing.
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