JOB DESCRIPTION

**JOB TITLE:** Enrollment Officer

**DEPARTMENT:** Enrollment

**CLASSIFICATION:** Non-Exempt

**DUTIES AND RESPONSIBILITIES:**
- Update the Membership Roll to add newly enrolled members and present updated Membership Rolls to the Enrollment Committee and Tribal Council quarterly.
- Coordinate and conduct Tribal Membership Audit as required.
- Attend all Enrollment Committee meetings; prepare agenda, meeting minutes and meeting correspondence.
- Attend Tribal Council meetings as necessary.
- Direct preparation and distribution of all correspondence as directed by Enrollment Committee.
- Assist with development of Enrollment Ordinance and have primary responsibility for drafting related policies and procedures.
- Research enrollment and related issues in developing new policy and recommending changes to existing policy.
- Provide Enrollment Application services to individuals requesting enrollment. Assist with completion of enrollment application materials and address basic questions regarding enrollment processes as necessary.
- Respond to basic written inquiries, concerns and complaints regarding enrollment and forward complex issues to the enrollment Committee for resolution and response.
- Facilitate community meetings in accordance with Enrollment Ordinance.
- Work with tribal programs and provide information, as requested.
- Ensure that all confidential matters are protected from public scrutiny pursuant to the Code and other applicable Tribal law.
- Job duties, responsibilities and procedures are outlined by Title 10, Enrollment, strict adherence to this code is necessary.
- Provide reports to Tribal Council, Enrollment Committee, Tribal operations, outside agencies and/or the membership upon request.
- Other duties as assigned.

**REQUIREMENTS:**
- Associate’s Degree in Liberal Arts and five (5) years of administrative experience including customer service work OR Bachelor’s Degree in Business, Public Administration or related field and three (3) years of administrative experience, including customer service work.
- Prefer tribal member who speaks Meskwaki.
- Prefer knowledge of enrollment criteria and procedures.
- Prefer experience and knowledge or the ability to reach competency with automated enrollment software and the ability to import, update and maintain accurate Enrollment records as needed.
- Must be knowledgeable and proficient in P.C. word processing, spreadsheets, Internet and database.
- Must maintain strict confidentiality.

**SUPERVISION:**
- Supervised by the Executive Director.

**SALARY LEVEL:**
- Annual Salary Range: $36,500 - $48,271 (SF-12)

12-14