

## **Enrollment Officer**

We are seeking a multi-tasker with excellent communication skills and experience using current office software and general office equipment. Candidates should be able to perform the duties listed below. This is a part-time position, 20 hours per week, with a salary of \$25,000 per year. There are no fringe benefits associated with the position.

### **Responsibilities and Duties**

- Follow up on enrollment inquiries for initial determination of enrollment eligibility
- Provide enrollment packet to inquirers who pass the initial eligibility assessment
- Evaluate returned enrollment packets for completeness and follow-up on incomplete ones
- Determine if applicant meets the enrollment criteria
- Forward applications meeting the enrollment criteria to Tribal Council for approval
- Inform applicants of Tribal Council's enrollment decision
- Maintain current Tribal Roll
- Maintain membership files

### **Qualifications**

- High School Diploma required. Associates Degree preferred.
- Experience with membership software preferred.
- Strong experience using Microsoft Office software.
- Ability to multi-task; Excellent oral and written communication skills; High level of attention to detail.