



SUSANVILLE INDIAN RANCHERIA
745 Joaquin Street
Susanville, CA 96130

POSITION ANNOUNCEMENT

Position: Enrollment Coordinator
Date of Announcement: March 29, 2016
Closing Date: April 14, 2016
Hours: Full Time
Salary: \$15.07 - \$16.93/hr

GENERAL STATEMENT OF RESPONSIBILITIES

The Enrollment Coordinator is responsible for the administrative functions and responsibilities of the Enrollment Department under the general supervision of the Tribal Office Manager. The Enrollment Coordinator will research, retrieve, update, maintain, and document all enrollment services for the Susanville Indian Rancheria and enter the information into the appropriate tribal Progeny computerized program and processes Tribal Member applications for Continuing Education, Higher Education, and Adult Vocational Training programs.

DUTIES INCLUDE:

1. Hand delivers enrollment applications.
2. Creates individual files upon receipt of an application.
3. Processes and reviews applications for completeness of information and related documentation required prior to submission to the Enrollment Application Review Committee for their review and recommendation. Takes and maintains the minutes of the Enrollment Application Review Committee.
4. Composes and processes form letters to correspond with applicants to obtain required information/documentation and to advise applicants on the disposition of their application.
5. Processes applications that have been reviewed by the Enrollment Application Review Committee and are ready to be forwarded to the Tribal Business Council for their review and action.
6. Prepares all documents relating to the operation of the Enrollment Department. Prepares resolutions and ordinances that are established in accordance with Tribal Business Council action or directives that govern the Enrollment Department.

7. Notifies applicants of their approval/denial for membership and mails them a copy of the resolution showing the action taken by the Tribal Business Council.
8. Reviews and maintains the tribal membership rolls and updates the existing rolls for use in all official matters. Submits the tribal membership roll to the Tribal Business Council for annual certification in accordance with the tribe's Enrollment Ordinance.
9. Issues membership / blood degree certificates and enrollment identification cards.
10. Prepares responses to requests for enrollment verification and blood degrees and works closely with the Bureau of Indian Affairs in determining blood degree.
11. Researches and analyzes all historical records, in accordance with the tribe's Enrollment Ordinance, to establish lines of descent and eligibility for tribal membership. The Enrollment Coordinator must be able to recognize the need for additional proof of eligibility and solicit data from records, archives, or the applicant in order to establish that the applicant meets eligibility criteria.
12. Ensures that enrollment records and information are kept confidential, in locked filing cabinets, and are made available only to those individuals that are entitled to view such records/files.
13. Ensures all information is entered accurately into the tribe's Progeny program so that it may be easily accessed when inquiries are made for various reports.
14. Provides counter service for enrollment issues during tribal office hours.
15. Organizes work by reading and routing correspondence; collecting information; initiating telephone calls.
16. Ensures that all regulations governing procedures for enrollment have been met in accordance with the tribe's Constitution, Enrollment Ordinance, and all other policies/procedures that have been approved by the Tribal Business Council concerning enrollment.
17. Develops, maintains, and updates the Enrollment policies and procedures and ensures all policies and procedures are in alignment with the tribe's Constitution, By-laws, and Enrollment Ordinance.
18. Periodically reviews the enrollment ordinance and draft recommendations for revisions to remain in compliance with regulation changes.
19. Researches, reads, and comprehends a wide range of historical information, legal precedents, supreme-court decisions, laws, and Bureau of Indian Affairs and tribal policies and procedures so as to carry-out assigned duties.

20. Establishes and maintains a congenial working relationship with members of the tribe, including applicants. Provides technical assistance and makes direct contact with individuals, tribes, and tribal representatives to schedule meetings for discussion of enrollment matters or for the processing of pending enrollment applications.
21. Provides historical reference by utilizing a filing and retrieval system.
22. Prepares correspondence, forms and reports utilizing a computer.
23. Processes tribal member applications for Continuing Education, Higher Education, and Adult Vocational Training Programs.
24. Tracks Continuing Education/Higher Education/Adult Vocational Program applications and awards.
25. Serves as a member of the Susanville Indian Rancheria Higher Education Committee.
26. Provides a Continuing Education/Higher Education/Adult Vocational Program application status report to the Tribal Business Council on a monthly basis.
27. Contributes to the team effort by participating in the Susanville Indian Rancheria's facility wide program improvements, goals and standards.
28. Will work with the Tribal Office Manager, (or designee), and the Fiscal Controller, (or designee), in the process of the Tribal Member's Annual Distribution.
29. Performs other duties as assigned.

QUALIFICATIONS:

1. Must have a High School diploma and at least two year's tribal enrollment or administrative experience.
2. Must have knowledge of the process of scholarships and/ or vocational training programs.
3. Must be able to type 50 words per minute.
4. Computer knowledge of word-processing, database, and spreadsheet programs; knowledge of Progeny.
5. Must be able to maintain a high level of confidentiality at all times.
6. Must have knowledge of office procedures and machines.

7. Must have good written and verbal communication skills.
8. Must be flexible and willing to take direction.
9. Must be resourceful and be able to work with minimal supervision.
10. Must pass pre-employment typing, math, calculation of degree of Indian Blood, filing, and grammar tests. With a score of not less than 80% on each test.
11. Must have valid drivers' license and no more than five MVR points as determined by the Susanville Indian Rancheria insurance provider.
12. Must be able to relate to Native Americans and work well with the public.
13. Ability to interpret the tribe's Constitution, By-laws, ordinances, and other pertinent documents and applies them accurately.
14. Must not be a registered sex offender for any offense involving force, duress, threat or intimidation.
15. Must not habitually or excessively use or be addicted to narcotics or dangerous drugs or have been convicted during the preceding seven years of any felony offenses relating to the use, sale, possession or transportation of narcotics, addictive drug or alcohol. Must not habitually or excessively use intoxicating beverages.
16. Preference will be given to Native Americans (42 CFR 36.221).