

NATIVE VILLAGE OF NUIQSUT JOB DESCRIPTION

JOB TITLE: Enrollment Specialist
REPORTS TO: Tribal Administrator
SUPERVISORY: No
WORK SCHEDULE: 9:00 am to 5:00 pm Monday through Friday
POSITION TYPE: Non-Exempt
DATE: March 13, 2025

POSITION OVERVIEW:

This position is based in Nuiqsut, Alaska. This position is responsible for the enrollment systems, maintenance and development of the enrollment processes for the Native Village of Nuiqsut. Serves as the prime contact for enrollment tasks, determining membership requirements, updating, and keeping accurate and complete Tribal Citizen lists, maintaining file systems and database, responding to requests from Tribal Citizens, agencies, other Tribes, and inter-office requests regarding enrollment.

RESPONSIBILITIES:

- Maintain the Tribal membership roll and performs all enrollment functions.
- Provides recommended updates on the Tribe's enrollment procedures and processes.
- Maintain an up-to-date computerized enrollment database.
- Set up new member files and maintain current membership files.
- Prepare Tribal ID cards for Tribal Citizens as needed/requested.
- Prepare resolutions for Tribal Council approval on all enrollment applications.
- Perform general office duties; create, edit, store, retrieve, scan, fax, maintain and print out numerous types of reports and information.
- Coordinate membership procedures for enrollment applications.
- Provide monthly, and annual written reports to the Tribal Administrator on the status of enrollment and processes new enrollment packages to be reviewed by the Tribal Council in executive session.
- Coordinate with the Tribal Administrator on current membership addresses.
- Provides support, when requested, with Tribal Citizen mail outs, election notices, and other outgoing communication as requested by the Tribal Administrator.
- Other duties as assigned.

KNOWLEDGE, SKILL, AND ABILITIES:

- Ability to present professionally both publicly and in writing and meet with Tribal Citizens and the Tribal Council.
- Knowledge of Tribal Enrollment Ordinances.
- Familiarity with program management.

REQUIRED QUALIFICATIONS:

- A minimum of a high school diploma with a combination of three (3) years of administration and program experience.
- Driver's license and clean driving record (seven years with no infractions).
- Demonstrated dependability, professionalism, maturity, and judgement in performance of duties.
- Ability to pass a criminal background check.
- Consistent and dependable attendance is a mandatory requirement of this position.

DESIRED QUALIFICATIONS:

- A minimum of three (3) years of experience working with, or for, a Tribe or Tribal organization.

Under the authority of P.L.93-638, Indian Preference shall be given to the applicant(s) who meet the minimum qualifications pursuant to the Tribe's Personnel Policies and Procedures.

Please provide a resume to manager@nvnuqsut.org.