

HR2008:40            JOB ANNOUNCEMENT  
POSITION:            ENROLLMENT ASSISTANT  
DEPARTMENT:        TRIBAL ENROLLMENT  
REPORTS TO:         TRIBAL ENROLLMENT DIRECTOR  
ADVERTISING:        TRIBAL WIDE (Open To Tribal Members and Tribal Administrative Employees Only)

OPENING DATE FOR APPLICATIONS:            THURSDAY, JUNE 12, 2008  
CLOSING DATE FOR APPLICATIONS:            WEDNESDAY, JUNE 18, 2008

#### JOB SUMMARY

The Enrollment Assistant is responsible for assisting with researching, collecting, evaluating, and providing access to records, documents, and other materials regarding Poarch Creek Indian enrollment. This job description is not an all-inclusive list of the duties and responsibilities of this position. The Enrollment Assistant is expected to perform all duties and responsibilities necessary to meet the goals and objectives of applicable programs. Duties and responsibilities include: assisting with maintaining official Tribal Census/Enrollment records of the Poarch Band of Creek Indians; assuring that enrollment records are handled with responsibility and confidentiality; assisting with the preparation of census cards and maintaining copies of proper documents for permanent records and individual Indian files; verifying and preparing certifications and identification cards, when applicable, of Tribal membership for employment, voter registration, student and service requirements; searching records and files to obtain statistical data requested by supervisor and other staff for reports and regulations; assisting Tribal Members in acquisition of Vital Statistics Records; assisting the Tribal Enrollment Director, with signature authority, with maintaining the appropriate budgets and/or grants including, but not limited to the designation, distribution and procurement of funds and the preparation of monthly, quarterly, and annual reports to ensure accountability in the administration of applicable tribal programs; and performing other duties as assigned by the appropriate person.

#### THIS POSITION IS TEMPORARY FULL-TIME.

#### MINIMUM QUALIFICATIONS

1. Associate's Degree in Business Administration or related field and/or a combination of education and verifiable related employment experience in a confidential business setting equivalent to four (4) years.
2. Documented experience with Poarch Creek Indians' genealogy and history preferred.
3. Knowledge of Federal Rules and Regulations applicable to federal grants, contract, programs, and funding sources. Two (2) years experience in grant/contract.
4. Skilled in the operation of standard office machinery including a calculator, copier, facsimile, and other similar equipment.
5. Must have a working knowledge of computers with the ability to work in a Windows environment with various software programs such as Word, WordPerfect, Excel, etc. Must pass required pre-employment computer skills assessment.
6. Demonstrated proficiency in English, spelling, punctuation, and writing composition. Must successfully pass applicable knowledge, skills, and abilities assessment.
7. Must be well organized and possess attention to details.
8. Skilled and mature in making valid judgments, demonstrated ability to establish workload priorities and balance diverse projects and ability to work with and maintain confidential information.
9. Able to work well independently and to relate effectively with the public.
10. Must possess a valid state driver's license.
11. Must travel and participate in training as recommended to meet the goals and objectives of applicable programs.
12. Able to perform all duties and responsibilities of this position.

#### PREFERENCE SHALL BE GIVEN TO AMERICAN INDIANS/DFWP

Any Tribal Member or Tribal Administrative Employee may apply. Every applicant must complete an application provided by Human Resources at the Tribal Administrative offices. A resume will not be accepted in the place of an application.

SALARY RANGE: \$10.50 - \$15.50