

## **JOB OPENING ANNOUNCEMENT**

**Job Title:** Enrollment Manager

**Report To:** Tribal Chairperson

**Department:** Enrollment

**Job Vacancy:** YAN-21-091

**Status:** Full-Time; Exempt

**Starting Wage:** DOE

**Opening Date:** 10-25-2021

**Closing Date:** 11-05-2021

### **POSITION DESCRIPTION:**

The Tribal Enrollment Manager is responsible for the overall management and direction of the Tribal Enrollment Program and records, which includes providing certain specified services to community members and managing budget.

### **QUALIFICATIONS:**

- High School Diploma or GED, plus some college course work preferred.
- Minimum two years Tribal Enrollment program preferred..
- Ability to read, analyze and interpret moderately complex data.
- Prior supervisory experience preferred.
- Ability to make effective presentations on controversial or complex topics.
- Ability to apply principals of logical or scientific thinking to a wide variety of intellectual and practical problems.
- Knowledge of principals and processes involved in the management of business and organizational planning, coordination and execution.
- Must possess reasonable knowledge of polices and procedures affecting assigned work and knowledge of office administration principles, budgeting procedures and record keeping.
- Must possess knowledge of a variety of computer software programs.
- Establishes and maintains effective working relationships with other department staff, tribal departments and public.
- Must be able to prioritize own work and meet deadlines as necessary.
- Must have good telephone etiquette and be able to correspond effectively orally, and in writing by letters, memos and email.
- Must be enthusiastic, motivated and well-organized, and be able to work both as part of a team and independently.
- Ability to maintain strict confidentiality.
- Evidence of continuing education to maintain any required Certification/License and update knowledge and skills.
- Must have a valid Arizona Driver's License, be insurable with the Nations's auto insurance policy, and sustain insurability throughout the duration of employment.

### **DUTIES AND RESPONSIBILITIES:**

- Manages assigned staff and programs in the best interest of the Nation.
- Oversee the preparation of Tribal enrollment applications, and ancestry investigations.

- Issues Certificates of Indian Blood and Tribal Enrollment cards.
- Directly responsible for maintaining an accurate and up to date Tribal Enrollment list.
- Monitors individual eligibility (RAP requirements) for Minor's Trust Fund distribution
- Oversee the maintenance of required files, and client confidentiality.
- Makes periodic reports, both oral and written, to Tribal management, Tribal Council, state and federal agencies, boards, commissions, on the status of enrollment issues, grants, budgets, etc.
- Represents the Nation on enrollment issues if meetings with local, state and federal government officials as necessary.
- Develops, administers and effectively manages program budget.
- Monitors expenditures and revenues to ensure that budget forecasts are met.
- Evaluates and reviews the performance of assigned personnel.
- Supports and interfaces with other employees and Tribal members.
- Conducts, attends, and interacts in meetings with Yavapai-Apache Nation personnel, other public agencies and the public.
- Maintains professional education and interaction at meetings/conferences to keep abreast of changes in requirements, which affect the Nation and current trends in the field.
- Maintains a positive working relationship with other Tribal employees.
- Participates on various Nation work groups.

### **Physical Requirements**

The employee must occasionally lift and/or move up to ten (10) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the environment is typical of an office setting. While performing the duties of this job the employee is required to sit; talk or hear; stand; walk; use hands to finger, handle or operate objects, tools or controls; and reach with hands and arms.

**How to apply: Please submit your resume and application to:**

**Yavapai-Apache Nation / Human Resources**

**2400 W. Datsi / Camp Verde, AZ 86322**

**P: 928-567-1062 / Fax: 928-567-1064**

**[www.yavapai-apache.org](http://www.yavapai-apache.org)**

### **INDIAN PREFERENCE:**

Preference will be given to qualified applicants who are members of federally recognized Indian tribes. To be considered for Indian Preference, you must submit your Certificate of Indian Blood (CIB) with your application.

**WILL BE REQUIRED TO PASS A PRE-EMPLOYMENT DRUG SCREEN AND  
COMPLETE A BACKGROUND CHECK WHICH WILL INCLUDE  
FINGERPRINTING**