



Employee Job Description		
Position Title: Enrollment Director		
Position ID #		
Facility: Tribal Government Center		
Job Family: Enrollment	Comp Grade: Pay Rate	Status: FT

St. Croix Chippewa Indians of Wisconsin Leadership will strive to uphold the mission, vision, and values of the organization. They will serve as role models for staff and act in a people centered, service excellence-focused and results oriented manner.

Position Summary:

This position will be located at the Tribal Enrollment's Office at the Tribal Government Center. The Enrollment Director will provide excellent service to the Tribal Enrollment Department relating to researching, enrollment eligibility, and management.

Enrollment Director Job Duties:

- Responsible for verifying eligibility for enrollment into the St. Croix Chippewa Indians of Wisconsin based on membership of parent(s)/grandparent(s) and descendants.
- Supervises all employees of the Enrollment department.
- Maintains & Updates Tribal membership rolls, processes and issues CDIB cards to tribal members process all per cap verifications.
- Prepares resolutions for Executive Committee Meetings to enroll, relinquish or deny memberships for the St. Croix Tribe.
- Attends all Executive Committee Meetings to explain or help answer any questions regarding enrollment for the Tribe.
- Assists family members in researching ancestors.
- Responsible for the oversight in preserving all tribal resolutions, ordinances and minutes for posterity.
- Maintain professional standards in all matters and strict department security, confidentiality, and quality.
- Participate in and attend tribal meetings or trainings as required.
- Adhere to all Tribal Policies and Procedures as illustrated in the current Administration manual.

Note: The essential functions are intended to describe the general contents of and requirements of this position and are not intended to an exhaustive statement of duties. Specific tasks or responsibilities will be documented as outlined by the incumbent's immediate manager.

Type of Supervisory Responsibilities: N/A

Supervisory Responsibilities: Use to list any expected, or N/A

Directly Reporting to: Human Resources Director

Matrix of INDIRECT Reporting: St. Croix Tribal Council

Scope and Complexity:

Interacts with all levels of management and employees; often trusted with maintaining confidentiality and relaying highly sensitive messages, and appropriate application of business operations and practices.

Physical Demands/Environment Factors: OE-Typical Office Environment: (Accountant, Administrative Assistant, Consultant, And Program Manager)

- Requires extensive sitting with periodic standing and walking.
- May be required to lift up to XX pounds.
- Requires significant use of personal computer, phone and general office equipment.
- Needs adequate visual acuity, ability to grasp and handle objects.
- Need ability to communicate effectively through reading, writing, and speaking in person or on the telephone.
- May require off-site travel.

Minimum Qualifications

- Proficiency level typically gained through a combination of high school diploma.
- Must demonstrate ability to assess customer and business needs and formulate plan of action. Able to identify potential issues and proactively contain and manage challenges.
- Requires basic to intermediate level computer skills and ability to access information in meaningful ways.
- Requires skill in conflict resolution and team building.
- Must have demonstrated ability to work collaboratively with all levels of employees and managers.
- Requires effective presentation, verbal and written communication skills.
- Needs commitment to timeliness and attention to detail for acceptable customer service.

Native American Preference Given in Accordance with P.L. 93-638 and Amendments

EEPID	Employee Printed Name	Employee Signature	Date
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Supervisor Printed Name	Supervisor Signature	Date
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*These are expected to be updated regularly as responsibilities come and go, and will be used to notify employee annually. All signatures are required.