



## **LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT**

**POSITION: Enrollment Coordinator - Enrollment Department – (1) FT - Regular**

**SUMMARY:** The position is responsible for the development and administration of the enrollment department functions and services to the tribal membership. The position will prepare regulations, policies, and procedures that are in compliance with Tribal Ordinance, in addition to the supervision of staff and providing for the collaboration of program with other service departments.

### **EMPLOYMENT QUALIFICATIONS:**

#### **Minimum Necessary Qualifications –**

- Associate degree of Applied Art & Science.
- Work experience of five (5) or more years within a Tribe's enrollment department or member service department in a progressively more responsible role.
- Three (3) years of supervisory experience.
- Proficiency with database, spreadsheet, and word processing software programs and Microsoft 365.
- Notary License or ability to obtain one within six (6) months.
- Current valid Driver's License with the ability to be insured under the Tribe's insurance policy.
- Experience and knowledge of Genealogy.
- Superior performance in the selection process as determined at the sole discretion of the LRBOI Hiring Manager, including but not limited to all of the following: any pre-employment interviews, skills testing, credentialing, drug screening, background investigations, reference checks and previous work history, passing a pre-employment drug test and background investigation, possession of a valid Driver's License throughout employment and being insurable under the Tribe's insurance policy and successful completion of the ninety (90) day introductory period.

**Indian Preference applies in accordance with Ordinance #15-600-02**

**Pay Grade: E3      Hiring Range: \$37,559 - \$49,808 – Commensurate with Verified Qualifications**

**Status: Exempt /Salary/Bi-weekly Pay**

**Background Check: Extensive**

#### **Application Instructions:**

**Obtain an application form and a copy of the position description** by contacting Human Resources at: LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660  
*phone: (231) 398-6859; Email: [aliciaknapp@lrboi-nsn.gov](mailto:aliciaknapp@lrboi-nsn.gov).*

**To apply please submit completed LRBOI application, cover letter, resume, copy of degree transcripts, any trainings/certificates relevant to position, copy of Notary License – if applicable, copy front/back of Tribal ID – if applicable and copy front/back of driver's license; to:**

LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660  
*fax: (231) 331-1233; Email: [aliciaknapp@lrboi-nsn.gov](mailto:aliciaknapp@lrboi-nsn.gov).*

Conditions of employment with Little River Band of Ottawa Indians Tribal Government includes superior performance in the selection process, including but not limited to all of the following: any pre-employment interviews, skills testing, credentialing, drug screening, background investigations, reference checks and previous work history, passing a pre-employment drug test and background investigation, possession of a valid Driver's License throughout employment and being insurable under the Tribe's insurance policy, and successfully completing a ninety (90) day introductory period.

**Incomplete submissions will not be considered.**

***For further information, please contact the LRBOI HR Department.***

**Tribal Member Posting Period – 02/08/2022 through 02/17/2022**

**General Posting Period – Subject to outcome of Tribal Member selection process.**