



Job Title: ENROLLMENT COORDINATOR

Department /Office: ENROLLMENT

Reports to Whom (title): Enrollment Director

Salary / Hourly Range: 25

Job Classification Code: 8810

Level of Background Check: 1B

FLSA Status: NON-EXEMPT; Full-time, Part-time, Temporary

Driving Required: Yes, As Required

INTRODUCTION: This position is responsible for processing and researching enrollment documents for individuals applying for membership to the Hopi Tribe. The incumbent performs duties of moderate difficulty and complexity requiring knowledge and skill in researching, records management and applicable tribal & federal enrollment laws, regulations and Ordinances and is responsible for efficient and effective performance of semi-skilled secretarial tasks.

KEY DUTIES AND RESPONSIBILITIES:

(The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive.)

1. Receives pending enrollment applications and enters applicants' personal data into the Enrollment Data base; reviews for completeness; notifies applicant/sponsor of additional required document(s); responds to and explains the enrollment process and the Due Process procedures; and interprets the Enrollment Constitution and Ordinance.
2. Establishes and maintains manual and automated pending enrollment and enrolled membership files consisting of support documents and information; Received documents are scanned electronically and entered into the data base, i.e., birth/death certificates, relinquishments, adoptions, degree of Indian blood, social security cards, etc.
3. Conducts intensive research on applicant's lineal Hopi descendency; calculates and confirms applicant's Indian Blood quantum by fractions; and works closely with federal, state and other tribal agencies in obtaining required documentation or information to complete the enrollment process.
4. Sends complete status letters to pending applicants/sponsors; Assigns enrollment numbers to applicants whose membership has been approved by the Tribal Council and prepares Hopi Tribal membership certificates.
5. Prepares and submits completed enrollment applications and listing of applicant names/data to the Enrollment Director for review; prepares and submits final and completed supportive data/information on enrolled members for Tribal Secretary's Office.
6. Attends Tribal Enrollment meetings, Tribal Council sessions and village meetings to provide factual information on enrollment matters, when requested.
7. Processes requisitions, staff timesheets, travel authorizations and related expense claims; monitors purchase agreement contracts; handles routine office operations including out-going and in-coming mail on daily basis and maintains an effective Photo I.D. tracking record and supervise staff when delegated by supervisor.
8. Performs other related duties as assigned and authorized to meet program objectives.

COMPLEXITY:

The work involves varied duties requiring many procedures, processes and methods applied to a broad range of activities requiring substantial depth of research. The decisions regarding what needs to be done requires the incumbent to analyze the subject, phases or issues involved in each assignment and the action necessary to carry out the process.

SUPERVISION RECEIVED:

The incumbent is under general supervision and line authority of the Enrollment Director. The supervisor provides continuing or individual assignments by indicating what is to be done, limitations, makes assignments by defining objectives, priorities and deadlines. The incumbent used initiative in carrying out recurring assignments independently referring deviations, problems and unfamiliar situations to the supervisor for assistance. The supervisor assures that finished work and methods used are technically accurate and in compliance with instructions or established procedures.

PERSONAL CONTACTS:

Contacts are with employees within/outside the immediate work area, Hopi Tribal Council, personnel of other tribal agencies and the general public. The purpose of these contacts is to exchange factual information, provide assistance and coordinate work efforts and establish a network of resources. Some contacts may be reluctant to cooperate in providing information.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS:

The work is sedentary and performed in a standard office environment requiring normal safety precautions typical of office/meeting rooms and working around office machines/equipment. The incumbent must be able to work under stressful conditions. Travel on and off the reservation is minimal.

MINIMUM QUALIFICATIONS:

1. Required Education, Training and Experience:

- A. Education: High School Diploma or G.E.D certificate and Associate's degree in Secretarial Science, or related field;

AND

- B. Training: Successful completion of training in computer and software applications;

AND

- C. Experience: Four (4) years experience performing advanced administrative duties which includes in-depth researching, interviewing to gather personal confidential information and data entry;

OR

- D. Any equivalent combination of Education, Training and Experience, which demonstrates the ability to perform the duties of the position.

2. Required Knowledge, Skills and Abilities:

A. Knowledge:

- Good knowledge of tribal government organizations and legislative process
- Knowledge of office management principles, practices and methods and automated filing systems
- Knowledge of the political, cultural and socio-economic environment of the Hopi reservation
- Excellent knowledge of and skill in the use of business English, spelling & math; composition & formatting of letters, minutes, memos, forms, etc., with a high degree of proper usage of punctuation and grammar
- Excellent knowledge of good customer service principles, practices and standards
- Knowledge of modern office equipment/machines, practices and procedures, including electronic management application, i.e., spreadsheets, database, communications, word processing, etc.

B. Skills:

- Excellent verbal and written communication skills to prepare routine correspondence and communicate with others
- Excellent human and public relations skills
- Skill in operating modern office equipment/machine, computers and applicable software
- Excellent skill in researching, compiling data and summarizing information

C. Abilities:

- Ability to become thoroughly familiar with tribal & office mission, goals & objectives, operations, policies & procedures, rules & regulations and provide such information to internal & external customers on as needed basis
- Ability to analyze data/documents and determine priority
- Ability to plan, organize and accomplish work within timelines
- Ability to work independently and maintain confidentiality
- Ability to keep records and files in an accurate and organized fashion; maintain strict confidentiality of materials/documents; and to prepare accurate reports from such records as necessary
- Ability to compose clear, understandable and grammatically correct correspondence on routine, sensitive or confidential matters
- Ability to operate a variety of office equipment, i.e. computers, printers, calculators, fax, copiers, etc., with efficiency & accuracy and to operate an automobile in the course of carrying functional responsibilities
- Ability to deal professionally, effectively and courteously with the general public, potential clients, other employees, tribal officials, outside agency officials, outside organization representatives, etc.

NECESSARY SPECIAL REQUIREMENTS:

The candidate must successfully complete & pass the following pre-employment screening in accordance with Hopi Tribal Management Policy:

1. Possess or be able to obtain, within 30 days of employment, a valid Arizona Driver's License and complete/pass the Hopi Tribe's Defense Driving Course.

DESIRED QUALIFICATION:

1. Speak or understand the Hopi Language to explain the Enrollment application process and interpret from Hopi to English and vice-versa.

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