

## Enrollment Officer

The Seneca Cayuga Nation is accepting applications for an Enrollment Officer. In accordance with the Seneca Cayuga Nation, Tribal Government Office Employees Personnel Policy at section 201: General Recruitment and Selection paragraph A. "Before applicants are solicited from outside the Tribe, consideration shall be given to upgrading the existing staff in accordance with the Nation's Career Development Plan.". If you wish to be considered for the attached position announcement, please follow the handbook section 212: Promotion C. 1. "Employees wanting to be considered for promotion to a new or vacant position in response to an in house posted position vacancy, shall communicate their interest, in writing, to their supervisor who will forward the request to the Executive Director or the Gaming Commissioner, as appropriate. The Human Resource Manager shall insure that position vacancies are posted in house for a period of ten (10) working days."

Under the direction of the Executive Director of the Nation, the Enrollment Officer shall be responsible for the administration and oversight of the Nation's Enrollment Ordinance and related documents. The Officer shall collaborate and work in conjunction with the Enrollment Committee and the Nation's Secretary Treasurer. Meet with the Enrollment Committee Members and Business Committee to maintain formal approved enrollment records of eligible nation members.

Responsibilities include, but is not limited to: Processes enrollment applications; completes preliminary research as needed; issues Seneca-Cayuga Nation Tribal cards including employee, council and enrollment ID's; Encodes, retrieves, maintains and analyzes enrollment records using an online data base; Provides assistance to tribal members as necessary while performing research relating to the eligibility of applications for membership; Responsible for administering approved budgets to meet the needs of the Nation Enrollment Office.

Required Qualifications: Must possess a High School Diploma/GED; Must have two (2) years of clerical experience; Must possess a valid driver's license; Must have PC knowledge and have general knowledge of office equipment; Must have excellent customer service skills; Must submit to drug screen and background check.

Applications are available at 23701 South 655 Road, Grove, OK 74344 and online at [www.sctribe.com](http://www.sctribe.com) . Resumes and applications may be submitted to Human Resources or by email to [cbrown@sctribe.com](mailto:cbrown@sctribe.com) and [clewis@sctribe.com](mailto:clewis@sctribe.com) . Indian/Tribal Preference will be observed.

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