



Pride of the Ojibwe
13394 W Trepania Road
Hayward · Wisconsin · 54843
Phone (715) 634-8934 · Fax (715) 634-4797 · HR Fax (715) 699-1209

Job Announcement

Enrollment Director

Salary Range: Negotiable
Posting Date: August 10, 2023
Closing Date: Open Until Filled
Department: Enrollment Department
Supervisor: Tribal Governing Board
Location: LCO Tribal Administration Building

Job Summary:

The Enrollment Director manages the duties and responsibilities of the Enrollment Department including supervising staff, implementing policies of the membership ordinance, maintaining departmental records, conducting research, preparing reports and budgets, managing special projects, working with the Enrollment Committee and other tribal, state, and federal programs and agencies.

Qualifications:

- Minimum of 18 years of age. Tribal Preference applies.
- Preferred two to three years of experience in a tribal enrollment office.
- Preferred two to three years of management or supervisory experience.
- Genealogical researching experience preferred but other research experience considered.
- Must be able to communicate effectively, both orally and in writing.
- Basic computer skills.
- Must possess a valid driver's license and reliable transportation.
- Dependable, reliable and punctual.
- Must be able to maintain confidentiality and sign a Confidentiality Statement upon hiring.
- Must be able to successfully pass a criminal background check.
- Must be able to pass a pre-employment drug screen.

Duties and Responsibilities:

- Implement Departmental Policies & Procedures in accordance with the Membership Ordinance and the Constitution and By-laws.
- Manage the department, delegate duties, and supervise staff.
- Maintain, protect, audit, and keep current departmental records, the membership roll, and enrollment system.
- Conduct genealogical and historical research.
- Assist and provide service to the tribal membership with enrollment issues.
- Process applications and verifications, and conduct correspondence.
- Assist the Enrollment Committee with undertaking their duties and responsibilities.
- Prepare population, birthday, election, holiday, disbursement, and other lists and reports based on requested/required criteria or data.
- Prepare and oversee annual budget.
- Continuously develop new skills and maintain familiarity with current enrollment issues and practices.
- Assist with disbursements, elections, and special projects.
- Assist with family identification processes including genetic collections and adoptions.
- Assist tribal departments and programs, other tribal, state, and federal programs and agencies with requests as required/necessary.
- Issue tribal identification cards and other certificates or verifications.
- Adhere to policies and procedures related to staff employment including annual evaluations, payroll, timecards, personal time off, and all other relevant employment policies as outlined in the Personnel Policies and Procedures.

Application Procedure:

Submit a completed LCO Employment Application and Authorization to Release Information, resume, at least three (3) personal reference letters, and any other supportive documents. Resume should be type written, indicating personal information related to the position for which applicant is applying for and should include education, experience, professional and/or community involvement. **Tribal Member applicants must provide a signed official document from a federally recognized Tribe acknowledging enrollment.**

MAIL, FAX OR EMAIL ALL INFORMATION TO:

**Lac Courte Oreilles Tribal Government
Attn: Human Resource Department
13394 W Trepania Road
Hayward, WI 54843
Fax (715)634-4797
HR Fax (715)699-1209**

**LCO Tribal Government
Human Resource Dept
Enrollment Director**

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***Tribal Preference will apply to qualified applicants in accordance with the
Lac Courte Oreilles Policies & Procedures Manual.***