



WHITE EARTH RESERVATION

CHAIRMAN Michael Fairbanks **SECRETARY-TREASURER** Michael LaRoque
DISTRICT I Henry Fox **DISTRICT II** Eugene Sommers **DISTRICT III** Laura Erickson

Job Announcement

Position: Enrollment Technician
Location: White Earth
Pay: \$20.42/HR.

Benefits: Full

Open: 01-26-26
Close: 02-06-26
Status: Full Time

The White Earth Reservation Business Committee is currently seeking a qualified applicant who will be responsible for supporting the Enrollment Coordinator and staff. This position is responsible for all administrative duties pertaining to White Earth Enrollment processes, preparing, and organizing documents, materials, filing and recording. This position also located and delivers documents upon request. This support will assist the Enrollment Department to maximize efficiency and processes.

Position Outcomes:

- Manages the Records system of Members/Descendant files.
- Assists the public in answering questions and explaining processes required for Tribal Enrollment.
- Assists the public in answering questions regarding the applicable COVID/ARPA/Nelson Timber payments.
- Responsible for development, maintenance and compliance of Vital Records transactional procedures and policies. Assists with establishing procedures for record maintenance, searching and payments to entitled individuals. Evaluates existing procedures and recommends technology and efficiency-based improvements.
- Communicates with internal and external sources to ensure program and organization is represented in a professional manner.
- Background reference calling and office duties.

Knowledge, Skills, and Abilities:

- Knowledge of and ability to follow and apply the policies and procedures of the White Earth Tribal Council and the Enrollment Department.
- Knowledge of principles and processes for providing customer and personal service. Strong customer service ethic and interpersonal skills necessary to interact positively with a diverse range of agencies, organizations, and individuals.
- Knowledge of performing research, including internet-based research and genealogy
- Skilled in confidentiality and ability to maintain confidential records relating to clients/members
- Skilled in administrative and clerical procedures, and maintaining and updating both paper and electronic Tribal Enrollment files, databases, ensuring that files are complete and accurate
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to stay on task and maintain composure during frequent interruptions or challenging behaviors/situations.
- Strong ability to calculate figures and amounts such as fractions, percentages and proportions
- Knowledge of the White Earth Reservation demographics, culture, history, and lifestyles.

Qualifications:

- High School Diploma/GED required; AA Degree in related subject or equivalent education and experience highly preferred or with (1) one year of clerical experience.
- Experience in high confidentiality; minimum (1) year experience, highly preferred.
- Valid Driver's License and insurance for travel between sites and other related businesses.
- Must be able to pass a criminal background check and drug screening.

Mail Applications to:

White Earth Reservation Business Committee
Attention: Human Resources
P.O. Box 418
White Earth, MN 56591

Download Applications at:

EEO with Native Preference.

A Drug Free Workplace - Tests for alcohol and illegal drug use may be required prior to and during employment.