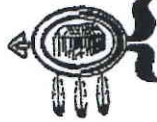


KICKAPOO TRIBE OF OKLAHOMA



NOTICE OF VACANCY

EMPLOYMENT: Enrollment Director

DEPARTMENT: Enrollment

STATUS: 1 Full-Time

DEADLINE: June 7, 2010 by close of business 5:00 PM.

JOB DESCRIPTION:

The Director of Enrollment is a high level and demanding position which will provide the overall administration and leadership to all Enrollment programs. The Director shall maintain and continually update all Tribal Member's records concerning enrollment, address changes, deceased dates, and birth dates. They shall supervise the work of full-time and part-time enrollment staff.

MINIMUM REQUIREMENTS:

- (1) **Education:** Bachelors Degree preferred. At least two to three years of progressive experience in enrollment administration with demonstrated competency in the management and direction of effort in a Native American community.
- (2) **Skills:** All applicants should be current with Microsoft Windows and general computer knowledge. Must possess the ability to work effectively with appropriate communication skills both written and orally. **Must be able to maintain a high level of confidentiality.**
- (3) **Requirements:** Must have knowledge of ascertaining decedency/blood degree for admission to the tribal rolls, basic knowledge of Federal regulations governing decedency/blood degree certification, and skill in operating a typewriter to answer correspondence and fill out required forms to type Identification Cards. Must possess basic math in computing blood degrees and have the ability to interact with tribal members, government employees, and the general public. Must possess documents that establish both Identity and Employment Eligibility, must have a valid Oklahoma Drivers License, pass a drug screening test, and complete an OSBI background investigation if needed. English and Kickapoo language preferred but not required.

If you are interested in the positions listed above, please submit resume and/or application to:

Kickapoo Tribe of Oklahoma
Attn: Human Resource or by fax at: (405) 964-7046
PO BOX 70
McLoud, OK. 74851

Kickapoo Tribal Members and Indian preference in filling this vacancy is given to qualified candidates, in accordance with Title 25, U.S. Code Section 472 and 473. Kickapoo Tribe of Oklahoma is an Equal Opportunity Employer.