

# Ponca Tribe of Nebraska

Intern, Enrollment Specialist Job Description  
Approved 09/17/2016



Position:	Intern, Enrollment Specialist
Division:	Tribal Affairs
Department:	Culture
Reports To:	Culture Director
Location:	Open
Exempt/Non-Exempt:	Non-Exempt
Salary:	Grade 1 (\$8.00 - \$12.69)
Classification:	Part-time (1 year period – May be renewed)

## **Summary:**

Internship for a Ponca member who is seeking experience to coincide with their area of interest while starting a post-secondary education program. Assist with database maintenance and keeping an accurate filing system pertaining to Tribal enrollment, Tribal elections, Tribal archives, and Tribal history and maintain a tracking system of all correspondence. The incumbent will aid in the collection of enrollment data from potential applicants for Tribal membership, assisting internal and external entities with information requests in compliance with established policy, and answer telephone from both internal and external consumers.

## **Essential Responsibilities and Duties:**

1. Deliver administrative services to the department as is appropriate.
2. Communicate effectively and diplomatically with various individuals and organizations including the election and enrollment committee members, council members, Tribal members and internal departments of the Ponca Tribe.
3. Aid in the maintenance of filing system and enrollment database.
4. Assist in responding to correspondence.
5. Familiarize self with policy and procedure of the Culture Department, Enrollment Department and the Ponca Tribe as an employee.
6. Research and assist Tribal members with Ponca history and family trees.
7. Attend staff and other meetings as required.
8. Travel as needed to fulfill objectives of project.
9. Other duties as assigned.

## **Relationships and Authority:**

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This position has no supervisory duties.

## **Working Environment and Physical Demands:**

This position is located in professional office environment.

## **Qualifications:**

### **Minimum:**

1. Enrolled in a post-secondary program and maintain passing grades in all class-work.
2. Ability to handle stress, meet deadlines and work independently and as part of a team.
3. Ability to work on and organize multiple projects.
4. Possess or develop computer proficiency in Microsoft Word, Excel, and PowerPoint programs.
5. Make effort to develop written and oral communication skills.
6. Must successfully pass drug and alcohol testing, education, character, and criminal background checks.
7. Able and willing to travel.

### **Preferred**

1. Must have valid driver's license and be insurable.

**Tribal Council Approval:** 06/04/2012 rev 09/12/2012 rev 6/20/2015 rev 08/07/2015 rev 09/17/2016