

Enrollment Specialist: Hoopa Enrollment Dept.; Reg. F/T; Salary: DOE; 40 hrs./week. This position implements enrollment and adoption of potential enrollment to the Hoopa Valley Tribe. QUALIFICATIONS: 1 yr. business school or 5 yrs. experience in general office administration. Knowledge of Microsoft applications; database programming Progeny is necessary, CDL and be insurable; Posses a certificate completion of instruction in process of Specimen Collection. DEADLINE: NOVEMBER 10, 2015.

Submit applications to the Human Resources Department, Hoopa Valley Tribe, P.O. Box 218, Hoopa, CA 95546 or call (530) 625-9200 ext. 15. The Tribe's Drug and Alcohol Policy and TERO Ordinance apply.