

# Employment Opportunity



**Position:** Admin Specialist II – Registration

**Service Area:** Membership

**Location:** Siksika Nation

**Salary:** Based on Education and Experience

**Date Posted:** May 28, 2026

**Closing Date:** June 11, 2026

**Competition Number:** CFO-01-05-28-26

## POSITION SUMMARY:

The Admin Specialist - Registration is responsible for administering and coordinating Indian Registration processes with Indigenous Services Canada (ISC) and supporting Band Registration processes governed under the Siksika Membership Code.

This position ensures that all required registration documentation is accurate, complete, properly recorded, and submitted to ISC in accordance with applicable legislation, policies, and procedures. The Admin Specialist - Registration assists eligible applicants through the registration process, maintains accurate records, and supports the integrity of the Siksika Membership registry and associated systems.

## DUTIES & RESPONSIBILITIES: *Duties include but are not limited to:*

1. Process applications related to Indian Registration through ISC.
2. Review and verify registration documents for completeness and accuracy.
3. Monitor application status and follow up on outstanding requests or deficiencies.
4. Maintain confidentiality and security of all registration records and personal information.
5. Ensure all ISC correspondence, approvals, denials, and updates are properly documented and filed.
6. Assist with Band Membership applications in accordance with the Siksika Membership Code.

## MINIMUM QUALIFICATIONS: Required Knowledge, Skills, and Abilities

- Knowledge of the Indian Act and Indian Registration processes.
- Knowledge of the Siksika Membership Code and Band Membership procedures is an asset.
- High attention to detail and accuracy.
- Ability to handle confidential and sensitive information appropriately.
- Proficiency in Microsoft Office applications including Word, Excel, Outlook, and SharePoint.
- Experience with database systems and document management systems is an asset.

## Education and Experience

Diploma or certificate in Administration, Office Administration, Indigenous Governance, Public Administration, or a related field is preferred.

Minimum 1-3 years of administrative experience, preferably in registration, membership, records management, or Indigenous governance.

Experience working with ISC registration processes is considered an asset.

## Professional Designation/Certification/Licenses:

Valid Alberta Class 5 Driver's License required.

## Other:

Requires general knowledge of the Siksika Nation culture and some ability to communicate in the Siksika language.

**EMAIL** [recruitment@siksikanation.com](mailto:recruitment@siksikanation.com) To Apply, Receive a Job Description or Employment Application form.  
**CALL** 403-734-5567 or 403-734-5579 to learn more.

**WEBSITE** [www.siksikanation.com](http://www.siksikanation.com)

Position will be filled based on requirements and candidate qualifications. Priority: Siksika Members, Indigenous Community, then others