



Sinte Gleska University

SICANGU LAKOTA OYATE

PO Box 105, Mission SD 57555-0105

Telephone : (605)-856-8100

www.Sintegleska.edu

ACCREDITED BY
THE HIGHER LEARNING COMMISSION - 1983
RECOGNIZED AS A1994
TRIBAL LAND GRANT INSTITUTION

ESTABLISHED DECEMBER 1970

POSITION DESCRIPTION

Position : Counselor – Recruitment & Matriculation	Department : Academic Affairs
Supervisor : Dean of Students	Contract : 12 Months - Full Time-Salary

Job Summary:

The Recruitment and Matriculation Counselor plays a pivotal role in engaging with diverse prospective students, guiding them through the enrollment process, and ensuring their successful transition into college life. Responsible for implementing recruitment strategies, providing matriculation support, assessing academic readiness, and overseeing high school credit programs, this dynamic individual drives efforts to increase application rates, enhance matriculation rates, improve student retention, and expand high school partnerships. By fostering relationships with stakeholders and delivering personalized support in alignment with the SGU Strategic Plan, the Counselor contributes significantly to the college's mission of providing accessible and inclusive education opportunities.

Essential Duties & Responsibilities with Annual Goals:

1) Recruitment

- a) Develop and implement a recruitment strategy to attract prospective students from diverse backgrounds.
- b) Represent the college at local schools, community events, and college fairs.
- c) Coordinate and lead campus visits for surrounding schools
- d) Collaborate with marketing and communications teams to develop promotional materials and digital content to support recruitment efforts.
- e) Provide information and guidance to potential students regarding programs, admission requirements, and scholarship opportunities.

Recruitment Goals:

- *Increase the number of completed applications by 20% within the first year through targeted outreach efforts and community partnerships.*
- *Attend and actively participate in or lead at least 5 local school events, college fairs, or community gatherings per semester to promote the college and engage with potential students.*

2) Matriculation Support

- a) Assist admitted students in the matriculation process, including application completion, financial aid application, and course registration.
- b) Coordinate and conduct orientation programs to introduce new students to campus resources, academic expectations, and the college environment.
- c) Co-plan the Freshman Orientations and Freshman Success programs with other counselors and the Dean of Students.

Matriculation Support Goals:

- *Achieve a 20% increase in the matriculation rate of admitted students by providing personalized support and guidance throughout the enrollment process.*
- *Achieve a 20% increase in the success rate for first year students (students passing 50% or more of their first semester classes)*
- *Coordinate and conduct one Freshman Success program per semester (including orientations and weekly support) to ensure all new students are introduced to campus resources and academic expectations.*

3) Entrance Exams and Freshman Academic Success

- a. Assess students' academic readiness through various placement exams and recommend appropriate foundational studies, remedial programs, classes, and tutoring in conjunction with services provided at the college.
- b. Administer and proctor entrance exams, such as the Accuplacer Test in advance of registration
- c. Coordinate with foundational and Gen Ed instructors to ensure communication of student strengths, Accuplacer scores, etc.

Entrance Exams and Freshman Academic Success Goals

- *Ensure 100% of applicants have an ACT score or Accuplacer score on file and shared with advisors before advising and registration each semester*
- *Create one graph-based presentation on incoming student abilities to share with faculty and administration in the month following the close of registration*

4) High School Credits

- a) Oversee SGU's Dual Enrollment and Early Entry programs.
- b) Build connections with local high school principals, counselors, and faculty to identify and matriculate those ready for high school credits.

High School Credits Goals:

- *Strengthen the Dual Enrollment program partnerships with local schools, resulting in a 20% increase in enrolled high school "Dual Enrollment" students.*
- *Strengthen the Early Entry program partnerships with local schools, resulting in a 20% increase in enrolled high school "Early Entry" students.*
- *Increase the number of students earning high school credits through the Dual Enrollment program by 20% each semester through targeted outreach and promotion efforts.*

5) Records Management and Reporting:

- a) Maintain accurate records of recruitment and matriculation activities, utilizing Jenzabar or similar systems while ensuring compliance with privacy regulations and institutional policies
- b) Compile data on student interactions, outreach efforts, and enrollment statistics.
- c) Prepare a comprehensive end-of-year report and presentation on recruitment and enrollment metrics based on the goals included in this job description

Qualifications & Experience:

A successful candidate must hold a bachelor's degree in Education, Counseling, or a related field; a master's degree is preferred. Additionally, candidates with relevant certifications or training in counseling, admissions, or student affairs are highly desirable. Experience in recruitment, admissions, or counseling within an educational setting, preferably higher education, is required, with a minimum of two (2) years of experience preferred. Proficiency in computer technology is essential, including proficiency in word processing, Excel, and Microsoft Outlook. Familiarity with integrated data management systems, such as Jenzabar, is a plus, and a willingness to undergo training in such systems is expected. Experience with data collection systems common in educational institutions, such as IPEDs, HLC, or similar platforms, is advantageous. The ideal candidate will demonstrate exceptional organizational and time management skills, with the ability to manage multiple tasks and meet critical deadlines effectively. Strong problem-solving abilities, interpersonal skills, and the capacity to navigate complex relationships are essential. Cultural competency, particularly in working with diverse student populations, including Native American communities or tribal organizations, is highly valued.

Confidentiality:

The SGU employee agrees to maintain strict confidentiality regarding FERPA, HIPAA, and the contents of all Sinte Gleska University correspondence, student records, personnel files and fiscal data.

Additional Information:

Sinte Gleska University does not discriminate on the basis of race, color, national origin, sex, religious preference, age, handicap, marital status, political preference, or membership or non-membership in an employee organization, except as allowed by the Indian preference provision of the Civil Rights Act of 1964, as amended.

The SGU employee is responsible for ensuring that his/her personnel file is current with regard to official evidence of educational qualifications and experiences. Failure to do so prior to start of the contract year may result in not receiving compensation commensurate with claimed advancement in promotional steps.

To apply submit a completed SGU job application with a copy of your HS Diploma or equivalent, Resume, Transcripts, Verification of College Degree(s), Certificates, Driver License, Tribal ID or abstract. Submit completed application with attachments to the HR Department. For further information contact Vijayakumar Chebrolu, Human Resource Director @ SGU Administration Building or call 605-856-8261/email vijayakumar.chebrolu@sintegleska.edu. Applications are available on the SGU website under job opportunities. The position is open until filled. Incomplete applications will not be considered.