



## **SINTE GLESKA UNIVERSITY JOB ANNOUNCEMENT**

**POSITION: USDA Extension Program – Community Liaison**

**DEPARTMENT:** Tribal Nation Building-Community Development

**SUPERVISOR:** Director Tribal Land Grant Institute

**CONTRACT:** 5 Months, May-September

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

Under the supervision of the Director for 1994 Tribal College & Universities (TCUs) Land Grant programs, the Community Liaison will be responsible for the following duties

1. Manage the community garden activities including organizing and meeting with community residents to select the garden spot and design the garden layout
2. Assigns space in the community garden to individuals or families.
3. Provides advice on edible, botanical and ornamental plants having best results in the particular community, utilizing local gardeners and traditional knowledge.
4. Invites elders to share traditional knowledge of medicinal and edible plants that can be grown from seeds in a garden or around houses to improve landscaping (sage, mints, cone flowers, sweet grass, cacti, yucca, and others unique to the community's location).
5. Meets monthly with the Program Director to report progress, assess challenges/successes, and problem-solve issues that hinder progress.
6. Attends monthly Leadership Workshop.
7. Responsible for all program equipment and tools, including community tractor and gardening utensils purchased through the Extension Program.

### **WORKING CONDITIONS:**

This position will require extensive physical movement (lifting, walking, bending, carrying), and the ability to work outdoors. Individual must be able to lift 75 pounds with ease. The individual must be able to work some weekends and evenings. Some local travel will be necessary to meet the objectives of the Extension grant program.

**SUPERVISION: NONE**

### **MINIMUM QUALIFICATIONS:**

Should possess a strong background in botany and gardening. The successful candidate must have knowledge of power tools and lawn and garden equipment. Must have the ability to communicate well with others and be self-motivated to organize and implement program activities in a timely manner. Should possess above average oral and writing skills.

Time and attendance must be maintained consistently. Applicant must be able to work in a team-oriented department and easily engage with program staff and community residents.

Applicant must possess cultural competencies and experience in working within the local community or with other Native American people, Tribal organizations, or educational entities within the reservation boundaries.

**CONFIDENTIALITY:**

The Community Liaison 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 nonmembership in an employee organization, except as allowed by the Indian preference provision of the Civil Rights Act of 1964, as amended.

**Contact/application information:**

To apply submit a completed SGU job application with a copy of your HS Diploma or Equivalent, Resumes, Transcripts, Verification of College Degree(s), Certificates, Driver's license, Tribal ID or abstract. Submit completed application with attachments to the HR Department. For further information contact Vijayakumar Chebrolu HR Director, Located at the SGU Administration Bldg down stairs Email: Vijayakumar.chebrolu@sintegleska.edu or Call direct line (605)-856-8261

Applications are available on the SGU website under job opportunities. A position description is available upon request. **This position is open until filled. Incomplete applications will not be considered. 3/28/23**