



Sinte Gleska University

SICANGU LAKOTA OYATE

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ACCREDITED BY THE HIGHER LEARNING
COMMISSION - 1983

RECOGNIZED AS A 1994 TRIBAL LAND
GRANT INSTITUTION

ESTABLISHED DECEMBER 1970

POSITION DESCRIPTION

Position: Executive Vice President	Department : Administration – President’s Office
Supervisor : SGU President	Contract : 12 months - Salaried

Job Summary:

This position oversees the Business/Finance Office, Human Resource Office and Four (4) lead administrative positions: Director of Development, Vice President of Nation Building, Academic Vice President and Vice President of Facilities.

Essential Duties & Responsibilities:

Focus to be in 4 key areas:

- Business/Finance Office oversight
- Academic Departments
- Oversee External Accreditation
- General operations, including implementing SGU strategic plan initiatives, direct involvement in SGU personnel grievance process, assist President in budgeting and contracting development.

Specifically,

- Supervise Chief Financial Officer, including budget development, monitoring and auditing. Assure audit findings are addressed.
- Oversee Academic Vice President to assure accreditation requirements, faculty/staff development, growth in SGU course offerings and long-term development of program review and growth.
- Work with Human Resource Director to assure all divisions of SGU have personnel evaluations/appraisals in order.
- Lead regular review of strategic planning and support growth aligned with that planning.
- Work directly with President on specific and ongoing projects that may include Facilities, Institutional Development and other duties as assigned.

Supervisory Functions:

Supervise the Finance Manager, Human Resource Director and the four Vice Presidents (General Administration, Academic Affairs, Institutional Advancement, and Nation Building).

Qualifications & Experience:

- ❖ The successful candidate must, at minimum, possess a Master's degree, doctorate preferred. Familiarity with Tribal college regulations, data collection systems (e.g., IPEDS, HLC, AIMS/AK.IS) and grants is preferred.
- ❖ The applicant will have the abilities to organize and manage multiple tasks with critical timelines.
- ❖ The employee must possess cultural understanding and experience with reference to working with Lakota and/or Native American people, tribal organizations, and indigenous education programs.

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.