



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 : NACTEP Tutor Mentor Coordinator	Department : Institute of Technologies
Supervisor : Department Chairperson/IOT NACTEP Project Director & Co-Supervisor - Director of Nursing.	Contract : Full Time - 12 months - Hourly

Job Summary:

Establish, monitor, and conduct tutoring services for SGU pre-nursing and SGU Nursing students under the supervision of IOT NACTEP Project Director.

Duties & Responsibilities:

- Recruit tutors and mentors at healthcare facilities in the area.
- Partner pre nursing and current nursing students with a nursing mentor, this includes IOT NACTEP Tutor mentor coordinator.
- Explore and attend training opportunities for tutors/mentors (i.e., webinars, ect) and report training information to IOT NACTEP Project Director.
- Support the mission of the university and the program; follow the policies and procedures of the program and the university.
- Develop tools/instruments to assess the effectiveness of tutor/mentoring sessions.
- Establish and monitor tutoring schedules in coordination with the IOT NACTEP Project Director.
- Conduct intake and orientation for pre-nursing and nursing students.
- Provide approved documentation for student files.
- Attend regular nursing staff meetings & IOT NACTEP staff meetings, and SGU meetings including SGU mandatory Professional Development trainings.
- Provide weekly progress reports to IOT NACTEP Project Director.
- Create online methods to provide virtual tutoring and mentoring services.

Required Skills & Knowledge:

- Self-starter
- Team player
- Must have good verbal and written communication skills
- Responsible, dependable and have good customer service skills.
- Computer knowledge: spreadsheets, google forms, outlook (email) and Microsoft word.
- Willing to learn new methods of tutoring.

Minimum Qualifications & Experience:

- Current, valid South Dakota practical nursing license
- 3 years of experience in LPN field
- Pass a criminal background check

Confidentiality:

The NACTEP Tutor Mentor Coordinator 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 Sinte Gleska University staff are 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.

Updated: January 11, 2024