



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: Project Coordinator -USDA Equity Program	Department : Tribal Nation Building – Community Development
Supervisor : Director – Institute of Tribal Lands	12 months-Hourly

Job Summary:

The Project Coordinator is responsible for aiding the Project Director/Principal Investigator in managing all aspects of the USDA Equity Program. The Coordinator helps ensure that the project follows U.S. Dept. of Agriculture relevant laws and regulations. Using the approved grant as a guideline, works to achieve the project's goals, objectives, and outcomes within the scheduled timeframe.

[NOTE: This is a grant-funded position, fully funded through August 30, 2026. Employment after this date is not guaranteed.]

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:

- Assists with contacting and arranging schedules and other logistics with the Workshop Presenters and lecture series presenters.
- Assists with contacting local ranchers/farmers, arranging schedules for student visits and recruiting mentors.
- Assists with contacting school officials to arrange workshops. Assists with arranging Dual-Credit and 2+2 Program for high school students enrolled in the Environmental Science/Ranch Hand Program.
- Keeps a Calendar of Events and participant lists for all grant activities.
- Assists with writing and submitting required project reports.
- Maintains all pertinent grant-related records, files, and documents. Assure completeness and accuracy consistent with internal and external documentation and reporting requirements.
- Meets regularly with the Program Director to report progress, assess challenges/successes, and problem-solve issues that hinder progress.
- Assists with the evaluation, following the Evaluation Process outlined in the approved grant. Includes creating surveys and data collection and collation.

Qualifications & Experience:

- ❖ Associate Degree in Business, Environmental Science, Administrative Assistance, or Education required, bachelor's degree preferred. Experience in program management and/or grant management. Excellent analytical, organizational, and management skills. Excellent people skills, including strong verbal and written communication skills. Ability to use Microsoft Office programs. Have a history of excellent work habits and ethics.
- ❖ 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 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.