

Sinte Gleska University - Position Description – Chief of Operations (CO)

The Chief of Operations (CO) reports to the President and is responsible for strategic and operational management of the institution. The CO manages a team of executive officers, coordinates with the President on strategic and management priorities, and serves as a member of the President's Council. The CO provides hands-on direction to the strategic planning process, creates and maintains processes that support data-driven programmatic decisions, and is responsible for overseeing the development and overall implementation of the annual budget. The Chief of Operations is also responsible for ensuring compliance with tribal, state, federal, and other guidelines, including those of the Higher Learning Commission.

Duties

Provide effective leadership by showing active involvement and by developing a broad and deep knowledge of SGU operations;

Collaborate with SGU stakeholders in the creation and implementation of an SGU strategic plan that will strengthen the institution's ability to carry out its mission and vision;

Take initiatives to strengthen SGU's ability to prepare students to make their way in a world fraught with difficult challenges, and to remake that world through nation building;

Identify opportunities for SGU to increase the reach and excellence of its educational programs;

Collaborate with SGU's President's Council toward developing capacity in strategic analysis and shared governance;

Identify any performance gaps that impede the realization of the universities' mission, vision, and purposes; collaborate with the President, administrators, and other stakeholders in order to close those gaps;

Carry out duties associated with the CO position in accordance with the values of Sinte Gleska University.

Qualifications

- Master's degree required, doctorate in an academic discipline preferred
- 5 years experience in higher education administration, preferably including tribal college experience
- College teaching experience a plus;
- Experience working with diverse communities, especially with Native American communities desirable.

Skills

- Ability to write clear and effective reports
- Knowledgeable in the areas of assessment of student learning, program review, strategic planning, institutional research, program evaluation, and shared governance
- Demonstrated ability to work well with individuals and groups to accomplish shared goals
- Demonstrated ability to supervise diverse aspects of the overall operation of a community college, four-year college, or university.