



Sinte Gleska University

SICANGU LAKOTA OYATE

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ACCREDITED BY
THE HIGHER LEARNING COMMISSION - 1983
RECOGNIZED AS A1994
TRIBAL LAND GRANT INSTITUTION

ESTABLISHED DECEMBER 1970

POSITION DESCRIPTION

Position : Green House Manager	Department : Green House
Supervisor : Tribal Lands Director	Contract : 12 Months - Hourly

Job Summary:

Greenhouse managers are responsible for taking care of facilities that cultivate plants for various purposes. They are required to oversee the overall management of the greenhouse, starting from choosing the right seeds for cultivation to maintaining the greenhouse facilities and systems training new employees to maintain the records, orders, and supplies.

Duties & Responsibilities:

1. Work in the greenhouse and assist with transplanting plugs and seedling from start to finish product.
2. Will be interacting with the public, so must be able to be patient, courteous and attentive to the needs of retail customers who need help in selecting and organizing their purchase, answering their concerns about aftercare of plants and conditions for growing.
3. Must be able to work independently with minimal supervision and learn about plants and their cultural requirements as well as soil, fertilizer, and PH. Will become competent with the various types of plants available by leaf/flower identification, sun / shade, heat tolerant / cool weather, annual / perennial / biennial etc. and their bench locations.
4. The job will involve lots of walking, bending, carrying etc. and include outdoor landscaping duties around the university and assisting with the planting/maintenance of the demonstration gardens.
5. Knowledge of basic pack/container sizes, costs, basic addition, and use of print calculator as well as sales receipt book. Will eventually learn to the use of a cash register.
6. Other related duties as assigned in the performance of his/her responsibilities and as mutually agreed upon to the benefit of Sinte Gleska University.

Qualifications & Experience:

Responsible person with an AA secretarial or related field. A High School Diploma or GED certificate and three (3) years of secretarial experience would be considered. Excellent organization, filing and typing skills required. Must possess excellent technology skills. Must be able to work with staff, students, and the public.

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.