SINTE GLESKA UNIVERSITY
JOB ANNOUNCEMENT

POSITION: Director
DEPARTMENT: Indian Business Incubator Program (IBIC)

SUPERVISOR: VP, Tribal Nation-building & Community Development

CONTRACT: 12 month/salaried

Under the direct supervision of the Vice President of Tribal Nation-building & Community Development, the director will provide administrative leadership and oversight of a new economic development program, the Indian Business Incubator Center (IBIC) funded by the Bureau of Indian Affairs Office of Tribal Economic Development. This position involves a strong focus on community outreach to promote the education and creation of Native American businesses on the Rosebud Sioux reservation.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Promotes the success of SGU’s commitment to support economic development by facilitating entrepreneurship education and small business development services through the IBIC. This position will work directly with stakeholders and community partners to stimulate economic development in the Rosebud Reservation.
2. Collaboratively develop “stackable” small business curricula with SGU Business department and the Institute of Technology (IOT) and to provide direct instruction (credit and non-credit) to incubator clients.
3. Strengthen the surrounding area’s small business support network by coordinating the services to clients and working with other communities and business service providers to promote client success.
4. Oversee the daily operations of the incubator staff, offices, budgeting, technology applications, program evaluation, marketing, recruiting, and screening of potential clients.
5. Develop and maintain client database, preparing reports, recording project’s progress, and the status of the incubator.
6. Develop and conduct public information activities related to the Center, including community outreach, news releases, brochures and posters.
7. Provide referrals of services to clients, students, community leaders, and interested persons.
8. Coordinate relationships and planning with a Center advisory committee and closely with other SGU departments.
9. Evaluate and seek potential funding sources (e.g., grants; prospective donors, etc.).
10. Provide regular reports, budget(s), and other documentation to the University administration concerning IBIC program activities.
11. Other duties as may be assigned in the performance of his/her responsibilities.
**WORKING CONDITIONS**: The position is employed with full-time status (40 hrs. per week) and will maintain regular office hours. Duties may also require evening and weekend work and occasional out-of-town travel.

**SUPERVISION**: This position will supervise professional staff and their work schedules. Time and attendance in the office must be maintained consistently.

**MINIMUM QUALIFICATIONS**: The successful candidate will have a bachelor degree from an accredited institution of higher education, preferably a masters degree in a related field (business education, business development, economic planning, etc.). An applicant will have a minimum of four (4) years of experience in program, fiscal and personnel management. Basic skills in computer technology (WORD, Excel, etc.) are required (or the ability to learn). An understanding and familiarity of external data bases, platforms and sources are necessary for this position. The director will collect appropriate data and report these to satisfy institutional data sources and the objectives of the BIA grant source.

**SKILLS**: Professional duties will require outreach to Tribal communities, general public, university students and faculty. The ability to work collaboratively with a variety of clients and constituents and organizations is required. The successful applicant will have above average oral, writing and general communications skills, and be self-motivated to organize and implement program activities with minimal supervision in a timely manner. Knowledge of business management, budget formulation, financial management and computer literacy are required. This director will work in a team-oriented department and engage with staff and members of the administration. The director must possess cultural competencies and experiences in working with Lakota and/or Native American people, Tribal organizations and education entities within reservation boundaries.

**CONFIDENTIALITY**: The director agrees to maintain strict confidentiality regarding FERPA, HIPAA, and the contents of all Sinte Gleska University correspondence, student records, personnel files, client records, 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 director 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 the 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’s license, Tribal ID or abstract. Submit completed application with attachments to the HR Department. For further information contact Brenda I. Farmer, Acting HR Director @SGU Administration Bldg. or call 605.856.8138, Brenda.Farmer@sintegleska.edu. Applications are available on the SGU website under job opportunities. A position description is available upon request. **This position is open until filled. Incomplete applications will not be considered.** Updated Sept 20, 2022