



SINTE GLESKA UNIVERSITY

JOB ANNOUNCEMENT

Position: Human Resource Director

Department: Administration

Supervisor: VP of General Administration **Contract:** Annual

JOB SUMMARY: Provides quality human resources management practices in employing faculty and support staff at a tribal institution of higher education. Will be responsible for monitoring the recruitment and hiring of employees for the University and ensuring a competent and confident work force committed to the values, goals and objectives of the University. The Human Resource Director performs all other duties as directed by the VP of General Administration.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Provide orientation to new SGU employees to include; organization structure, position descriptions, personnel policies and procedures, employee benefits and other relevant information.
- Maintain personnel file including employment contracts of all active and inactive employees.
- Coordinates the publication of posting vacancies as approved by the University organization structure and any other relevant information.
- Will recruit and advertise locally, regionally and nationally for faculty and other relevant positions.
- Will attend career fairs to recruit for faculty positions.
- Disseminates information relative to staff upgrading, training, and workshop opportunities to department chairperson(s) supervisors.
- Develops and maintains position descriptions with input from the immediate supervisors.
- Will be responsible for annual contracts and personnel actions.
- Will communicate and inform the payroll and security department when an employee is dismissed from their positions to obtain any SGU equipment and keys.
- Develops and maintains class specifications.
- Develops and maintains chart of organization.
- Coordinates screening and testing of job applicants.
- Coordinates the selection and placement of employees.
- Coordinates periodic job audits and/or evaluations of support staff.
- Insures due process is followed in grievance procedures.
- Coordinates updates to the personnel policies and procedures manual.
- Uses and implements the institutional software system (Jenzabar-Human Resources Module) to manage the employee data in a timely manner.
- Ensures compliance with all federal, state and tribal work force laws.
- Supervises Administrative Assistant.
- Other duties as assigned.

QUALIFICATIONS: Minimum of a Bachelor's Degree in Business Administration or a related field and three years of progressively responsible personnel experience or an equivalent combination of training and experience. Knowledge of current principles of human resource management and regulations governing personnel operations, especially pertaining to employee classifications and management principles in higher education. Must be knowledgeable of personnel practices and procedures. Must have prior supervisory experience and excellent communication skills, including computer skills.

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, proof of COVID-19 vaccination to the HR Department. Applications are available on the SGU Website under job opportunities. **OPEN UNTIL FILLED.** For further information and position description Contact Brenda I. Farmer, Acting HR Director in care of the SGU HR office at the Antelope lake campus. Administration Bldg. 605-856-8261, Brenda.Farmer@sintegleska.edu. **Incomplete applications will not be considered.**