



SINTE GLESKA UNIVERSITY

SICANGU LAKOTA OYATE

PO Box 105

Mission, SD 57555-0105

Telephone (605) 856-8100

ACCREDITED BY THE
THE HIGHER LEARNING COMMISSION 1983

RECOGNIZED AS A
1994 TRIBAL LAND GRANT INSTITUTION

ESTABLISHED DECEMBER 1970

POSITION DESCRIPTION

POSITION: Human Resource Director

DEPARTMENT: Administration

SUPERVISOR: Executive Vice President

CONTRACT: Annual/Salary

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 Resources Director performs all other duties as directed by the Executive Vice President.

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 position 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 job 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.
- Ensure due process is followed in grievance procedures.
- Coordinates updates to the policies and procedures manual.

Wahohpi ungluwasakapi kte hecel Oyate ki Wolakota gluha tokatakiya yuha unyapi kte
Reinforcing our Foundation for our people to go Forward in the Lakota Way of Life

- 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 and tribal worker 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 a prior supervisory experience and excellent communication skills, including computer skills.

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. Any member of the academic department is responsible for ensuring that his/her personnel file is current with regard to official evidence of experience and educational qualifications. 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 605.856.8261, 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.**

Revised 1/25/22

