



Sinte Gleska University

Position Description



Position: Office Manager

Department: Indian Business Incubator Center

SGU Entrepreneurship Center

Supervisor: IBIC Director

Contract: Hourly/12 months

General Information:

The office Manager will provide administrative support of a new economic development grant 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.

Duties & Responsibilities:

Under the direct supervision of the director of the Indian Business Incubator Center (IBIC), the Office Manager will be responsible for the following duties and responsibilities:

- Directly coordinate with the IBIC staff and assist in the planning and management of general operations of SGU Entrepreneurship Center.
- Assist with maintaining client database, preparing reports, and recording grant project's progress.
- Handling and processing telecommunications for the IBIC office including telephone and e-mails.
- Assist with the development of public information activities related to the Center, including community outreach, news releases, brochures and posters.
- Provide referrals of services to clients, current and prospective students, community leaders, and interested persons.
- Scheduling and setting up meetings with current and prospective clients.
- Assist with organizing and filing of institutional documentation including processing and storage of digital documentation of pertinent federal grant documentation.
- Coordinate relationships and planning with a Center advisory committee and closely with other SGU departments and committees.
- Assist with maintaining the physical space of the office and protecting the physical assets of the University.
- Interacting in a professional manner with staff, students, clients, community members and visitors/guests on a daily basis.
- Other related duties as assigned.

Minimal Qualifications:

The successful candidate must possess above-average administrative skills with an associate degree (preferred) and/or four (4) or more years of experience with general office administration. The applicant must have computer technology skills with familiarity in word processing, Excel, Power Point, and Microsoft Outlook, and must be willing to be trained in the Jenzabar integrated data management system. The successful candidate will have the abilities to organize and manage multiple tasks with critical timelines. The applicant will possess outstanding communication (oral, written and digital) and public relation skills, and facilitate referrals based on questions, inquiries, and information requests. Familiarity with tribal university operations would be desirable.

The IBIC Office Manager will work in a team-oriented department and engage with colleagues, staff, and members of the administration in a professional manner. This employee must possess cultural competencies with reference to working with Lakota and/or Native American people, Tribal organizations and education programs within reservation boundaries.

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, week-end work and occasional out-of-town travel. Time and attendance in the office must be maintained consistently. The applicant will have a valid driver's license.

Confidentiality:

The Office Manager 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 Office Manager 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, Valid Driver's license, Tribal ID or abstract and COVID vaccination card. Submit completed application with attachments to the HR Department. For further information contact, Vijayakumar Chebrolu, HR Director @SGU Administration Bldg. or call 605.856.8261, or email Vijayakumar.Chebrolu@sintegleska.edu. Applications are available on the SGU website under job opportunities. This position is open until filled. **Incomplete applications will not be considered. 07/20/2023.**

