



SINTE GLESKA UNIVERSITY

JOB ANNOUNCEMENT

POSITION: Manager
Food Sovereignty Center

DEPARTMENT: Tribal Nation Building
Community Development

SUPERVISOR: Director
Tribal Land Grant Institute

CONTRACT: 12 Months (F/T)

ESSENTIAL DUTIES & RESPONSIBILITIES:

Under the supervision of the director for 1994 Tribal College & universities (TCUs) Land Grant programs, the SGU Food Sovereignty Center will be responsible for the following duties:

1. Oversee the plans, staff, seasonal workers and activities of the SGU Food Sovereignty Center as supported by the SGU TCU Extension program grant.
2. Supervise the annual activities of maintaining and sustaining the SGU Greenhouse. This includes the tilling and grounds preparation, water access, fertilization, acquisition and planting of seedlings, equipment maintenance, greenhouse temperature and pest controls, production of a small-scale demonstration garden, distribution of garden products, postseason grounds preparation, and planning for the next growing season.
3. Provide community awareness about food sovereignty and human health nutrition through Extension workshops, interaction at local farmer's markets, and dissemination of Extension gardening literature.
4. Offer consultations with reservation communities, upon request, about food sovereignty and culturally-appropriate community garden planning.
5. Assist with coordinating SGU land grant advisory committee(s).
6. Coordinate program activities with similar Tribal programs (REDCO Keya Wakpala Woicageyapi) based on collective reservation needs, goals, and opportunities for partnerships.
7. Maintain "cuff accounts" of program revenue and expenses, and provide regular consultations with the institute director and business office
8. Network with external organizations (SDSU; FALCON) and programs (USDA FSA; AICF) for potential support and fiscal resources.
9. Assist the University with campus landscaping developments.
10. Develop and submit an annual report at the end of each growing season.
11. Participate in professional development activities as these relate to the program.
12. Other duties as may be assigned.

WORKING CONDITIONS:

This position will require extensive physical movement (lifting, walking, bending, carrying), and the ability to work outdoors. Some local travel will be necessary to meet the objectives of the Extension grant program. Travel may be available to attend conferences and meetings.

SUPERVISION:

This position will supervise seasonal workers and work schedules.

MINIMUM QUALIFICATIONS:

The successful candidate will have a associate degree from an accredited institution of higher education, preferably a bachelor's degree in an agriculture-related field. This position will require a basic understanding about the 1994 TCU land grant mission, human nutrition, Tribal food sovereignty, and general agriculture with an emphasis on horticulture. 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). The manager will collect appropriate data and report these to satisfy objectives of grant sources. Professional duties will require outreach to local schools, university students and staff, and the general public.

The successful applicant will demonstrate 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. Time and attendance in the office must be maintained consistently. This manager will work in a team-oriented department and engage with staff and members of the administration. The manager must possess cultural competencies and experiences in working with Lakota and/or Native American people, Tribal organizations and education entities within reservation boundaries.

The 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.

CONFIDENTIALITY:

The 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 nonmembership in an employee organization, except as allowed by the Indian preference provision of the Civil Rights Act of 1964, as amended.

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. 10/20/2022**