



SINTE GLESKA UNIVERSITY

JOB DESCRIPTION

POSITION: Administrative Assistant DEPARTMENT: Lakota Studies SUPERVISOR:
Department Chairperson/Director CONTRACT: 12 month/Hourly/Full-Time

This role will provide overall administrative support for the Lakota Studies Department of the Sinte Gleska University in its entirety.

The Lakota Studies Department was established in the 1970's.

The Lakota Studies Department plays a support role in all other University Academic Programs. It is the intention to provide a hi-cultural perspective and promote sensitivity to all academic programs offered at the University. This is a very unique and powerful dynamic provided by the Lakota Studies Department.

A goal of this department is related to the reservation community at large: to extend nonacademic services to the Rosebud Sioux Tribe (Sicangu Lakota Oyate) and its tribal membership. These services include offering expertise in Lakota culture and advocating for the integrity of traditional Lakota values and heritage. The department also takes a very active role in cultural protection, preservation, and restoration.

The most important role of the Lakota Studies Department within the Institution is that it is the hub or center of Sinte Gleska University. This is a position of leadership and responsibility to all. The department strives to show by example that Lakota values are not merely talked about in the classroom, but are integrated into daily actions. It is the belief of the department that Lakota values and beliefs have much to offer the world today and provides a vision to follow into the future.

Duties:

1. Provides clerical assistance for the Lakota Studies Department/Tipi/Building, answers phone and takes messages for faculty/staff/students;
2. Responsible for answering telephone as ACD agent (switchboard operator) for Sinte Gleska University in its entirety through the university telephone system.
3. Does production typing as in correspondence, reports, curriculum, and research materials.
4. Maintains correspondence and filing / physical filing system for the Lakota Studies Department in its entirety.
5. Maintains a record and filing system for all financial documents (purchase orders, vouchers and other contractual documents), monthly billings to submit / return to the Finance Office and when needed to Property & Supply.
6. Maintains a physical student(s) files, keep all student information updates, and database of student information.
7. Responsible for maintaining strict confidentiality regarding the contents and information of all Lakota Studies Department i.e. Sinte Gleska University in its entirety of student(s) information, personnel files and salary information.
8. Provides information and assistance to students, faculty/staff and the general public.
9. Serves as key operator for the copy machine, maintains and contacts representative when machines needs repairs, ordering ink supplies, and performs / assists in making copies for faculty/staff, when needed. Also, monitor printers which are located in each office for faculty and staff.
10. Arranges meetings and serves as recording secretary for faculty/staff meetings for the department as requested.
11. Assist Department Chairperson/Director of Lakota Studies with fiscal reports, funding continuation reports, quarterly reports, and annual reports.
12. Monitors and supervises the Lakota Studies Tipi Computer Lab.
13. Makes hotel, flight arrangements, travel arrangements for faculty/staff when traveling through the AP Office i.e. Finance / Administration Building.
14. Orders office supplies, materials and educational/instruction supplies/materials for the department, faculty and staff, through Property & Supply and the SGU Bookstore.

15. Delivers and pickup mail from the Administration Building on a daily basis and distributes as required.
16. Key Criteria: knowledge of a computer system and computer programs for communication with students, faculty, staff, other institutional organizations, tribal organizations, and other governmental agencies.
17. Respect and adhere to other departmental / college / university / internet service provider's acceptable use policies.
18. Respect copyright and intellectual-property rights of the University.
19. Respect University property.
20. Experiments in Lakota Studies structural methods and oriented research.
21. Assists with coordination and evaluation of Lakota Studies research.
22. Assists with coordination and supervision of student and university activities directly related to the academic program.
23. Assist adjunct faculty, part-time instructors, and Department Chairperson/Director in planning, providing instructional materials, textbooks, and curriculum, including administrative tasks.
24. Participation in University-sponsored activities such as recruiting students and graduation activities.
25. Proficiency in oral and written communication (Lakota Language/English Language) is required but minimal understanding is acceptable, and the willingness to learn the Lakota language when engaged.
26. Employee needs to abide by all established policies and procedures of Sinte Gleska University.
27. Other duties as assigned in the performance of his/her responsibilities and as mutually agreed upon to the benefit of Sinte Gleska University.

Stipulations:

1. Demonstrated knowledge in Lakota Studies, if not, willingness to learn.
2. Technology skills required.
3. Lakota speaking and/or understanding, if not, willingness to learn.
4. Must take and pass pre-employment alcohol / drug test and background check, in accordance to SGI-J policies.

Responsibilities

1. The incumbent must demonstrate the ability to work in a team environment, focus on details, and provide services with a positive attitude. The incumbent will have contact with high-level administrative offices requiring use of business vocabulary, tact, discretion, and judgment in all forms of communication.
 2. Assist staff with special projects as directed.
 3. Excellent oral and written communication skills.
 4. Skill in developing and maintaining good working relationships and ability to interact effectively with a diverse array of individuals and groups.
 5. Skill in the operation of a variety of office equipment including personal computers, scanner/copiers, and multi-line telephone.
 6. Demonstrated skill in advanced computer applications in Word and Excel and working knowledge of PowerPoint, Microsoft programs, and other work collaboration programs.
 7. Ability to problem solve and to work independently.
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QUALIFICATIONS:

Must possess a minimal of an AA degree in Secretarial Science, Lakota Studies, or related field or AA degree in general. A high school diploma or GED with at least 3 years of experience would be considered. Proficiency in oral and written communication (Lakota Language/English Language) is required but minimal understanding is acceptable, and the willingness to learn the Lakota language when engaged. Must have excellent typing skills and experience in answering telephones. Must have the ability to establish and maintain effective working relationships with staff, faculty, and the general public. Must possess excellent organizational skills and performs duties in a timely manner with minimum supervision. Must have reliable transportation.

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.

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. 05/16/2022**