



## Sinte Gleska University POSITION DESCRIPTION

Position: Preservation Assistant

Department: Sicangu Heritage Center

Supervisor: Keli Brings Three White Horses

Contract: 12 month/hourly

General: The SGU Preservation Assistant (PA) will assist the Sicangu Heritage Center in preserving tangible evidence of Sicangu Lakota history and culture and in providing this information to tribal members and the general public. The primary responsibility of this Assistant is to work with the staff in the initial contacts, receipt, relocation, archiving and preservation of Museum artifacts.

### Essential Duties & Responsibilities:

1. Assist with the introduction, physical assessment, preservation, archiving and storage of museum artifacts and evidence.
2. Monitor exhibit and storage areas to ensure adequate environments for long-term preservation.
3. Enter data into the Center's Past Perfect cataloging database.
4. Provide Center-based archival reference services as per requests.
5. Participate in the planning and coordination of Heritage Center outreach programs and events.
6. Maintain cleanliness of the public welcoming area and the Preservation Office on a daily basis.
7. Assist with the planning and fabrication of new exhibits.
8. Greet the public and conduct mini-tours of the Center's exhibits.
9. Work with other staff members on support services and special projects.
10. Other duties as assigned for the benefit of the Sicangu Heritage Center and Sinte Gleska University.

Work Conditions: Regular office hours (8:00 am to 5:00 pm) will be maintained. However, there may be times necessary to work different schedules or shifts due to supporting projects and special events. This position requires a person to be physically able to walk, climb staircases, bend and stoop and carry light loads. Physical and mental alertness are required to carry out the necessary duties and responsibilities of the position. Some travel may be required for off-campus meetings and conferences.

Minimal Qualifications:

The successful candidate must possess a high school diploma or GED credential with general typing and computer-based skills. An associate degree and experience in program administration would be desirable. Demonstrate a strong interest in the preservation of the Sicangu history and culture, requiring attention to detail. Willingness to work in an environment which requires museum and archival standards is imperative. The applicant should have familiarity, or willing to be trained with museum preservation applications.

The Preservation Assistant will have the abilities to organize and manage multiple tasks with critical timelines in a team situation. This position will be able to review documents and correspondence related to the work of the Center. The applicant will possess effective communications (oral, written and digital) and public relations skills, and facilitate referrals based on questions, inquiries, and information requests.

The Assistant will work in a team-oriented department and engage collegially with colleagues, staff, members of administration and the general public. Time and attendance at the SGU Heritage Center must be maintained consistently. This employee should ideally possess cultural competencies in working with Lakota and/or Native American people, Tribal organizations and education programs within reservation boundaries.

Confidentiality:

The Preservation Assistant agrees to maintain strict confidentiality as required by FERPA, HIPAA, and Title IX, the contents of all Sinte Gleska University correspondence, personnel documentation, donor information and budget 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.

Every SGU staff member 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 605.856.8138, [Brenda.Farmer@sintegleska.edu](mailto: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. 03/1/23**

Updated March 1, 2023