



SINTE GLESKA UNIVERSITY JOB ANNOUNCEMENT

POSITION: Program Assistant
Food Sovereignty Program

DEPARTMENT: Tribal Nation Building
Community Development

SUPERVISOR: Manager
Food Sovereignty Center

CONTRACT: 12 Months (F/T)

ESSENTIAL DUTIES & RESPONSIBILITIES:

Under the direct supervision of the manager of the SGU Food Sovereignty Center, the program assistant 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 SGIJ TCU Extension program grant.
2. Participate in the annual activities of maintaining and sustaining the SGIJ 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, post-season grounds preparation, and planning for the next season.
3. Assist with public outreach through Extension workshops, interaction at local farmer's markets, and dissemination of Extension gardening literature.
4. Assist With the development of an annual program report at the end of each growing season.
5. Assist the University with campus landscaping developments.
6. Participate in professional development activities as these relate to the program.
7. 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.

SUPERVISION: None

MINIMUM QUALIFICATIONS:

The successful candidate will have an associate degree from an accredited institution of higher education, preferably 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 two (2) years of experience in human nutrition and community gardening. Professional duties will include outreach to local schools, university student and staff, and the general public.

The successful applicant will demonstrate good oral, writing and general communications skills, and be self-motivated to organize and implement program activities in a timely manner. Time and attendance must be maintained consistently. The employee will work in a team-oriented department and engage with program staff. The program assistant must possess cultural competencies and experiences in working with Lakota and/or Native American people, Tribal organizations and education entities within reservation boundaries.

CONFIDENTIALITY:

Employees agree 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 program assistant 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, 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**