



SINTE GLESKA UNIVERSITY POSITION DESCRIPTION

POSITION: Faculty, Computer Technology

SUPERVISOR: Department Chairperson/IOT
Director

DEPARTMENT:

Sinte Gleska University
Institute of Technologies

Classification: Full-Time Faculty

Contract: 12 mo. / salary

JOB SUMMARY: Faculty member will prepare for and teach Help Desk Support, Desktop Support and Computer Technology curriculum.

DUTIES & RESPONSIBILITIES:

1. Faculty member will prepare for and teach Help Desk Support, Desktop Support and Computer Technology curriculum at minimum of 30 credits per contract year.
2. Prepare course schedule for each academic semester
3. Keep record of student's degree plan in collaboration with Program Director
4. Attend all mandatory professional development trainings.
5. Assis with academic registration
6. Serve on and contribute to campus-wide committees.
7. Support the mission of the University, and the mission of the Institute of Technologies Department.
8. Provide office hours according to department requirements.
9. Follow the policies and procedures of the University.
10. Participate in the development, evaluation and revision of the curriculum in collaboration with Program director.
11. Develop and update syllabi based upon the approved curriculum.
12. Conduct on-going assessment of student progress.
13. Advise students in the Computer Technology Program.
14. Follow and adhere to SGU'S Faculty contract's responsibilities and duties.

QUALIFICATIONS:

Bachelor of Science-Computer Science Degree or Information Technology Degree.
5 years minimum work experience in IT field.

Preferred:

Preferred teaching experience, but not required. (Higher education level and/or Secondary)

Preferred online teaching experience, but not required.

- **Salary dependent upon experience and education in related field**

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. 04/26/2022