



## SINTE GLESKA UNIVERSITY

### POSITION DESCRIPTION

Sinte Gleska University

**POSITION:** Youth Library Technician

**DEPARTMENT:** Library

**SUPERVISOR:** Lead Librarian

**CONTRACT:** 12 month/hourly

#### **DUTIES & RESPONSIBILITIES:**

- Oversee the Children's and Young adult section in the Library.
- Order books for the Youth section.
- Read to or do activities with the Head Start centers visiting the Library on a monthly basis.
- Perform front desk duties where he/she will assist students, public patrons, and faculty.
- Organize, prepare, and teach the Summer Reading Program held in June and July. ● Other duties as assigned in the performance of his/her responsibilities and as mutually agreed upon to the benefit of Sinte Gleska University.

**QUALIFICATIONS:** Responsible person with a High School diploma or GED Certificate. AA degree preferred. Have the ability to establish and maintain effective working relationships with staff, faculty and the general public.

**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.

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](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. 05/5/22**