



# Sinte Gleska University

SICANGU LAKOTA OYATE

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ACCREDITED BY THE HIGHER LEARNING  
COMMISSION - 1983  
RECOGNIZED AS A 1994 TRIBAL LAND  
GRANT INSTITUTION

**ESTABLISHED DECEMBER 1970**

## POSITION DESCRIPTION

**Position: College Access Liaison-New Beginnings  
for Tribal Students Program**

**Department : Igluwiyea (Prepare One Self)**

**Supervisor : Project Director**

**12 months – Full Time - Hourly**

### **Job Summary:**

The College Access Liaison will implement the Igluwiyea (Prepare Oneself) program. The project collaboration will be place-based and each CAL will provide outreach and have a presence in their partnering TCU and tribal high school partners.

### **Essential Duties & Responsibilities:**

Under the supervision and direction of the Project Director, the College Access Liaison will perform the following duties:

- Assist developing and navigating the pathway into higher education for tribal students at both the High School and Tribal College level.
- Travel between partnering Tribal Colleges and Universities (TCU's) and local tribal high schools.
- Instruct high school and tribal college students on available college preparation programs, tribal career opportunities, postsecondary and advanced degree options, and college financing.
- Highlight the workplace development needs and career opportunities within student's tribal communities and align tribal community career opportunities with degrees available at local tribal colleges and SDSU.
- Provide career counseling and mentoring to students interested in pursuing higher education.
- Promote SDSU's existing student support and transition programs.
- Other duties as assigned in the performance of his/her responsibilities and as mutually agreed upon to the benefit of Sinte Gleska University.

### **Qualifications & Experience:**

- ❖ Bachelor's degree in teaching, education, counseling, social work or related degree.
- ❖ At least 1 year demonstrated experience in working with tribal youth, teaching, education, social work or youth program.
- ❖ A minimum of one to three years of experience in working with tribal schools.
- ❖ A minimum of one to three years demonstrated experience in program facilitation or grant program management.
- ❖ Basic knowledge and understanding of Lakota/Dakota/Nakata culture.
- ❖ Strong written and oral communication skills;
- ❖ Highly organized with attention to detail and thoroughness in documentation;
- ❖ Must have ability to work independently to implement projects;
- ❖ Must have ability to collaborate with project partners to facilitate project completion;
- ❖ Ability to communicate effectively with American Indian students, families and educational leaders is essential.

### **Confidentiality:**

The SGU employee agrees 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 SGU employee 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 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 License, Tribal ID or abstract. Submit completed application with attachments to the HR Department. For further information contact Vijayakumar Chebrolu, Human Resource Director @ SGU Administration Building or call 605-856-8261/email [vijayakumar.chebrolu@sintegleska.edu](mailto:vijayakumar.chebrolu@sintegleska.edu). Applications are available on the SGU website under job opportunities. The position is open until filled. Incomplete applications will not be considered.