Sinte Gleska University

SICANGU LAKOTA OYATE

PO Box 105, Mission SD 57555-0105
Telephone : (605)-856-8100
www.Sintegleska.edu

ACCREDITED BY
THE HIGHER LEARNING COMMISSION - 1983
RECOGNIZED AS A1994
TRIBAL LAND GRANT INSTITUTION

ESTABLISHED DECEMBER 1970

POSITION DESCRIPTION

Position : **Jenzabar Technician**	Department : MIS
Supervisor : Database Manager/Jenzabar	Contract : 12 months/Hourly

Job Summary:

Work with Jenzabar users to improve their use of Jenzabar Enterprise Response Planning system. Provide technical support for Jenzabar users. Work closely with the Database Manager to maintain Jenzabar software, client computers and SGU database management systems. Use lnfoMaker report writer to produce database reports.

Duties & Responsibilities:

- Work with Jenzabar users to create employee operation manuals that include step by step procedures for data entry. Attend all Jenzabar related meetings. Determine Jenzabar user training needs and then setup or provide the training needed. Assist with the implementation and maintenance of Jenzabar Internet Campus Solution.

- Install Jenzabar upgrades to client computers. Resolve Jenzabar user tech requests and contact Jenzabar support for assistance when needed. Learn the different Jenzabar modules Inter workings and become a guru for Jenzabar users.

- Work as part of a Jenzabar team to ensure database integrity and security. Provide user login assistance and adjust user permissions. Using lnfomaker report writing software create and maintain departmental reports as needed.

- Other duties as assigned.

Minimum Qualifications & Experience:

- Associates degree or equivalent in technical field, A+ certified.
- Knowledge of Jenzabar, lnfomaker report writing, SQL programming.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Skills:

- Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Physical demands are essentially those of sedentary work, with normal classroom activities during actual classes or trainings. Some tasks may require extended periods of time at a keyboard or workstation.
- Substantial computer-based skills [i.e., software, analytical, and report-writing skills) are expected.
- Excellent verbal and written communication skills including the ability to build successful relationships with student, faculty, staff, and community members regardless of educational level or computer literacy.
- Outstanding conflict resolution skills.
- Demonstrated time-management and detail-oriented skills.
- Requires ability to read Standard English, as well as basic technical data, policy and procedure manuals, codes, etc...
- Requires the ability to prepare forms, reports and instructional manuals using prescribed formats.
- Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

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. Applications are available on the SGU website under job opportunities. The position is open until filled. Incomplete applications will not be considered.

//updated November, 2025//