



Sinte Gleska University

SICANGU LAKOTA OYATE

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

ESTABLISHED DECEMBER 1970

POSITION DESCRIPTION

Position : Faculty – Office Technology	Department : Institute of Technologies (IOT)
Supervisor : Department Chair Person/ Director	Contract : 12 Months - Full Time-Salary

Job Summary:

Regular full-time faculty member will teach assigned classes in the Office technology curriculum, which also includes Data Entry and Marketing curriculum.

Duties & Responsibilities:

1. Faculty member will prepare for and teach the Office Technology curriculum in accordance with the SGU Full-time faculty contract.
2. Plan, prepare and submit course schedule for each academic semester.
3. Maintain professional verbal and written communications with the public, students, staff, faculty, and administrators.
4. Work closely with department peers and administrators to understand processes and procedures that lead to becoming a successful teacher and contributing member of the academic unit.
5. Keep record of student's degree plan in collaboration with Program Director.
6. Attend all mandatory professional development trainings.
7. Assist and attend all academic registration and advising.
8. Serve on and contribute to campus-wide committees.
9. Support the mission of the University, and the mission of the Institute of Technologies Department.
10. Provide office hours according to department and faculty contract requirements.
11. Follow and adhere to the policies and procedures of Sinte Gleska University.
12. Participate in the development, evaluation and revision of the curriculum in collaboration with Department Chair/Program director.
13. Plan, prepare and submit course syllabi in a timely manner.
14. Conduct on-going assessment of Office Technology courses and student progress.
15. Advise students enrolled in the Office Technology program.
16. Assist with student recruitment efforts.
17. Follow and adhere to SGU'S Faculty contract responsibilities and duties.

Qualifications & Experience:

- At a minimum Bachelor degree in Business Management and Marketing.
- 5-10+ years of Work experience in the Business-related field
- Knowledge with office technology: computers, Microsoft office: Word, Excel spreadsheets, Access (database) and QuickBooks. Knowledge in the marketing field.
- Preferred teaching experience, but not required. (Higher education level and/or Secondary)
- Preferred online teaching experience, but not required.

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.