



# 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: Administrative Assistant	Department : Human Services
Supervisor : Department Chair	Contract : 12 months-Hourly

### **Job Summary:**

In the role of Administrative Assistant in the Human Services Department, the candidate will provide administrative support, ensuring smooth operations and effective communication. This is an excellent opportunity for a motivated individual who is passionate about education and wants to contribute to the success of our institution.

### **Duties & Responsibilities:**

- Manage and coordinate administrative duties such as scheduling, calendar management, inventory, and travel arrangements.
- Prepare and edit documents, memos, and correspondence for meetings, presentations, and reports.
- Maintain and update department databases, records, and files, both paper and electronic.
- Compliance with confidentiality, privacy and cybersecurity policies
- Coordinates timely submission of department paperwork to appropriate personnel. I.E. Class schedules, text requests, syllabus, inventory, purchase orders...
- Orders supplies as needed.
- Help in the coordination of events, workshops, and conferences within the department.
- Receive and direct incoming visitors. Handle telephone calls as needed.
- Respond to internal and external inquiries and provide accurate and timely information.
- Will pick up and deliver mail to the campus mail center on a daily basis.
- 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:**

- Must possess an Associate degree, certificate in Secretarial Science, or an equivalent combination of education and experience.
- Must have reliable transportation.
- Must be able to work cooperatively with faculty, students and staff in a team-oriented environment.
- Knowledge of higher education policies, procedures, and practices is preferred.
- Excellent organizational skills with the ability to multitask and prioritize work.
- Positive attitude with a commitment to providing outstanding customer service.
- Proficient in using productivity software and office equipment. Knowledge of Jenzabar, Google Suites, and Microsoft Office 365 is preferred.
- Exceptional written and verbal communication skills.
- Ability to handle confidential information with discretion and professionalism.
- Flexibility to adapt to changing priorities and tasks.

**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.