



# SINTE GLESKA UNIVERSITY

## JOB DESCRIPTION

---

**POSITION:** Adjunct Faculty (Instructor)      **DEPARTMENT:** Lakota Studies  
**SUPERVISOR:** Department Chairperson/Director      **CONTRACT:** Appt. Contract/Temp.

---

**Note:** Adjunct Faculty (Instructor) will be under the direct supervision of the Department Chairperson/Director of the Lakota Studies Department. Adjunct Faculty contracts are considered appointment contract/temporary (per semester).

### **DUTIES & RESPONSIBILITIES:**

1. **Key Criteria:** knowledge of a computer system and computer programs for **Online** instruction and communication with students, faculty, and staff.
2. **Online teaching/instruction:** ability to create a classroom per SGU's recommendations, upload assignments, quizzes, tests / examinations, and course information for students. Meet students in an online virtual classroom setting.
3. Respect and adhere to other departmental / college / internet service provider's acceptable use policies
4. Respect copyright and intellectual-property rights
5. Respect University property.
6. Classroom instruction, preparation, and supervision.
7. Classroom design, preparation, instruction, supervision, and other associated responsibilities.
8. Assessment of student performance, including the preparation, administration, grading, and evaluation of tests, papers, and examinations and the reporting of grades.
9. Conferences with, and academic advisement of, students outside of their registration needs.
10. Experiments in teaching methods and teaching-oriented research.
11. Coordination, supervision, and evaluation of student research.

12. Coordination and supervision of student activities directly related to the academic program such as supervising a Lakota club, debate team, or intramural athletic team.
  13. Writing letters of recommendation for students
  14. Input into the selection and procurement of textbooks, and other materials for classroom or laboratory use.
  15. Participation in University-sponsored activities such as recruiting students and graduation activities.
  16. Advisement and counseling of students during registration periods.
  17. Proficiency in oral and written communication (Lakota language/English)
  18. Adjunct faculty need to abide by all established policies and procedures of Sinte Gleska University.
  19. Adjunct faculty members are contracted for the current semester only.
  20. Adjunct faculty appointments (contracts) are temporary.
  21. Other duties as assigned in the performance of his/her responsibilities and as mutually agreed upon to the benefit of Sinte Gleska University.
- 
- 

### **QUALIFICATIONS:**

1. High School diploma or equivalent and/or an Associate of Arts degree or higher from any college/university.
2. Established teaching experience in higher education; or other teaching experience will be considered.
3. Established ability to teach Lakota language, culture, history, etc. (any Lakota Studies courses) from the Lakota Studies curriculum.
4. Knowledge of tribal law, history, culture, philosophy, and language.
5. Ability to conduct research, or assessment or evaluation in Lakota Studies.
6. Technology skills required.
7. Lakota speaking and/or understanding, beneficial or proficiency may be limited to understanding the Lakota Language.

8. Must have the ability to establish and maintain effective working relationships with staff, faculty, and the general public.
9. Must possess excellent organizational skills and performs duties in a timely manner with minimum supervision.
10. A strong work ethic.
11. A valid South Dakota driver's license.
12. Must have reliable transportation.

---

**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.**

**Confidentiality:**

Adjunct Faculty member 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.

Adjunct Faculty member is responsible for ensuring that his/her personnel file (Academic Affairs Office) 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.