



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 : Office Manager/ ACD	Department : Administration
Supervisor : Executive Vice President	Contract : 12 months/Hourly/Full-Time

Job Summary:

This role will provide overall administrative support for the Administrative Department of the Sinte Gleska University to ensure efficient office operations and will report to the Executive Vice President.

Duties and Responsibilities:

- The Office Manager works as Receptionist for the Administrative Building. Answers phone calls and directs callers to appropriate personnel, schedules appointments, and assists clients and other visitors. Must demonstrate proper phone etiquette.
- Assist MIS when needed with move, changes and trouble isolation and resolution for the Mitel telephone system.
- Pick up and deliver institutional mail to/from post office and sort mail daily. Includes preparing outgoing packages for Fed Ex and certified letters/packages.
- Serves as key operator for copy machines, and daily operations of office equipment. Contracts service representative as needed. Assists with copying as requested.
- Responsible for handling monthly charges to different departments for the copy machine and postage charges every month.
- Responsible for assisting the President's, Executive Vice President's, and other Vice President's day to day duties and operations.
- Prepare all donor deposits.
- Set up and maintain filing system for accounts payable and cash receipts.
- Assist in developing, planning, and implementing special events (Eider's Dinner, Founders events, graduation, NPIAM, Office Professionals).
- Employee must agree to maintain strict confidentiality regarding the contents of all University correspondence.
- Assists President and Vice Presidents to make travel arrangements through the finance department to include obtaining required signatures, following up/ keeping track of progress, keeping records of travel receipts to be submitted to the finance department for reimbursements to nursing department travelers.
- Drafts and edits letters, reports, and other documents.
- Inputs and updates information in databases and spreadsheets.
- Prepares meeting agendas in collaboration with the President and Vice Presidents and records meeting notes.
- Works with maintenance and housekeeping staff to assure premises are neat, clean, safe, and in good repair.
- Works with vendors to ensure office equipment is in good working order and office supplies are always on hand.
- Presents a positive and professional image for the department and the organization.
- Other duties as assigned in the performance of responsibilities as mutually agreed upon to the benefit of Sinte Gleska University.

Minimum Qualifications & Experience

- ❖ Responsible person with a minimum of AA degree in secretarial science or a related field preferred.
- ❖ Must have experience in answering telephones.
- ❖ Excellent organizational, filing, and typing skills required.
- ❖ Must possess computer technology skills to include Microsoft Office Word, Excel and PowerPoint.
- ❖ Exceptional written and verbal communication skills.
- ❖ Must be able to work independently and cooperatively with staff and the public.
- ❖ The individual must possess and perform duties in a timely manner.
- ❖ The ideal candidate is efficient, detail-oriented, and skilled in developing and maintaining positive workplace and customer relationships.
- ❖ Ability to handle confidential information with discretion and professionalism.
- ❖ Flexibility to adapt to changing priorities and tasks.
- ❖ Reliable transportation and a valid driver license needed.

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.