



Sinte Gleska University

SICANGU LAKOTA OYATE

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ACCREDITED BY THE HIGHER LEARNING
COMMISSION - 1983
RECOGNIZED AS A 1994 TRIBAL LAND
GRANT INSTITUTION

ESTABLISHED DECEMBER 1970

POSITION DESCRIPTION

Position: GED Tutor – Corrections – Part-Time	Department : Adult Basic Education /GED
Supervisor : Director Adult Basic Education	Contract : Part Time-32 hours/week (grant-funded through 6/30/2025)

Duties & Responsibilities:

The Part Time Corrections GED Tutor will be directly responsible under the supervision of the Director of Adult Basic Education, or his/her designee, for the following Adult Basic Education/GED components:

- Establish a tutoring schedule in coordination with the Director of Adult Basic Education and Rosebud Sioux Tribe Adult Corrections Facility Program Specialist to meet the needs of adult learners at the RST Adult Corrections Facility.
- Attend the weekly wellness meetings every Tuesday at 10:00 AM.
- Recruit inactive and new Adult Basic Education/GED clientele.
- Verify student eligibility and conduct new student orientation/intake.
- Provide tutoring services for adult learners in the four GED test subject areas.
- Use computer-based registration/administration process for TABE and GED practice tests.
- Maintain student files in accordance with department requirements.
- Communicate with Director/GED Examiner(s) regarding student GED testing needs.
- Maintain strict confidentiality regarding all Adult Basic Education and GED student records and correspondence.

Qualifications:

A high school diploma/GED certificate (AA preferred) with college coursework in appropriate areas is required.

Skills, Knowledge & Abilities:

- Must be a self-starter and be able to work under own initiative with administrative direction
- Develop rapport easily with people and work effectively as part of a team
- Utilize class curricula and instructional techniques to support the needs of adult learners
- Be on time and remain at workplace during scheduled times
- Show flexibility and adaptability in the performance of duties in order to respond to changing needs, situations, and personalities
- Must have reliable transportation and a valid driver's license

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 March 20, 2024