



# Sinte Gleska University

SICANGU LAKOTA OYATE

PO Box 105, Mission SD 57555-0105

Telephone : (605)-856-8100

[www.Sintegleska.edu](http://www.Sintegleska.edu)

ACCREDITED BY THE HIGHER LEARNING  
COMMISSION - 1983

RECOGNIZED AS A 1994 TRIBAL LAND  
GRANT INSTITUTION

**ESTABLISHED DECEMBER 1970**

## POSITION DESCRIPTION

Position: Project Assistant -USDA Extension Program	Department : Tribal Nation Building – Community Development
Supervisor : Director – Institute of Tribal Lands	12 months-Half-time (Minimum 20 hrs/week)/ Hourly

### **Job Summary:**

The Project Assistant supports the Project Director/Principal Investigator in managing all aspects of the USDA Extension Program. The Assistant helps ensure that the project follows U.S. Dept. of Agriculture relevant laws and regulations. Using the approved grant as a guideline, works to achieve the project's goals, objectives, and outcomes within the scheduled timeframe.

**[NOTE: This is a grant-funded position, fully funded through August 30, 2026. Employment after this date is not guaranteed.]**

### **Essential Duties & Responsibilities:**

Under the supervision and direction of the Director for 1994 Tribal College & Universities (TCUs) Land Grant programs, the Project Assistant will perform the following duties:

- Aid with all outreach programs on campus and in the communities, Includes contacting community officials for facility use, contacting workshop presenters and ensuring contracts and requests for services/payments are completed, ensures all meeting/presentation items are secured and available for scheduled events.
- Manages the Calendar of Events.
- Arranges monthly Leadership Meetings/Training for all Extension employees and interns as directed by the PI.
- Maintains all pertinent grant-related records, files, and documents.
- Assists the PI with Evaluation documents: distributes/collects surveys, helps with collation and follows the Evaluation Process outlined in the approved grant.

### **Qualifications & Experience:**

- ❖ Associate Degree in Business, Environmental Science, Administrative Assistance, or Education or 3-5 years' experience in program management and/or grant management. Excellent analytical, organizational, and management skills. Excellent interpersonal skills, including strong verbal and written communication skills. Ability to use Microsoft Office programs. Have a history of excellent work habits and ethics.
- ❖ Applicant must have cultural competencies and experience in working within the local community or with other Native American people, Tribal organizations, or educational entities within the reservation boundaries.

### **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.