

Sinte Gleska University

Position: Admissions/Career Advising Director **Department:** Student Services

Supervisor: VP of Student Services

Contract: 12 month/full-time

General Description: The A/CA director will coordinate and assist in the planning and management of student recruiting, admissions, student advising, academic support, and student tracking through graduation and post-graduate placement. The director works in conjunction with student services personnel to assist the University toward intentional student enrollment. This position will entail the high usage, maintenance, and cross-referencing of student data from the “inquiry” stage through post-graduate tracking in the University’s technology systems.

Essential Duties & Responsibilities:

Under the direct supervision of the SGU Vice president of Student Services, the Admissions/Advising Coordinator will be responsible for the following duties and responsibilities:

- Developing and evaluating a student enrollment/tenure system for all student-related events including student inquiries, admissions, entrance testing, orientation, registration, degree planning, and graduation.
- Planning, implementing and evaluating institutional marketing plans for student recruitment each semester.
- Coordinating resources and assessments for career-guidance and counseling.
- Interacting directly with all student advisors and with support services personnel to ensure the quality of student support services.
- Working closely with the GED and Foundation Studies departments to anticipate and assess student learning needs.
- Maintaining checklists for student admissions, orientation, registration and graduation processes.
- Managing and ensuring the completion of all student data files with “zero-error” accuracy from “inquiry” through post-graduation with the SGU Jenzabar system.
- Updating and integrating student information for data reporting into the IPEDs, HLC and AIMS/AKIS systems.
- Assisting faculty with upgrading degree plans and managing “curriculum trees” in the Jenzabar JICS and Student Advising Modules.
- Communicating regularly with SGU Media to provide consumer information for students through the University’s social media sources.
- Actively participating in institutional assessment activities and accreditation endeavors.
- Developing predictive model for promoting growth in enrollment.
- Other duties as may be assigned.

Minimal Qualifications:

The successful candidate must possess above-average administrative skills with an associate degree and four (4) or more years of experience in higher education programs, preferably in student services. Familiarity with career guidance and counseling resources is highly desirable. Marketing and customer service skills are critical for this position. The applicant must be highly proficient in computer technology skills with solid familiarity in word processing, Excel, and Microsoft Outlook, and must be willing to be trained in the Jenzabar integrated data management system. The applicant will have the abilities to organize and manage multiple tasks with critical timelines in an executive-level team situation. The applicant will possess outstanding communication (oral, written and digital) and public relations skills, and facilitate internal referrals based on questions, inquiries, and information requests. Familiarity with Tribal college data collection systems (e.g., IPEDs, HLC, AIMS/AKIS) would be highly desirable.

The Admissions/Career Advising Director will work in a team-oriented department and engage collegially with students, colleagues and staff, especially faculty. This employee must possess cultural competencies with reference to working with Lakota and/or Native American people, Tribal organizations and education program within reservation boundaries.

CONFIDENTIALITY:

The Admissions/Career Advising 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.

Updated: Jan 27, 2017