

## Sinte Gleska University – Position Description – Provost/Chief of Operations (COO)

The Provost/COO reports directly to the SGU President, and is responsible for strategic planning, institutional development and general operational management of the University in accordance with the institutional mission. The Provost provides supervision and oversight of the vice presidents as members of the executive management team. With the guidance and direction of the SGU President, the Provost coordinates strategic planning, maintains processes that support data-driven programmatic decisions, and oversees the development and fiscal management of the annual budget and its resources. The Provost is also responsible for ensuring institutional compliance with Tribal, state, and federal regulations as well as complying with standards and requirements of the Higher Learning Commission.

### Duties:

1. Provide leadership and oversight of the general operations, programs and fiscal resources of Sinte Gleska University as per established policies, procedures, guidelines and lines of authorities.
2. Supervise the work and responsibilities of SGU vice presidents to ensure the fulfillment of the SGU mission and the commitment to serve the people and communities of the Sicangu Lakota Oyate.
3. Coordinate the strategic planning and development of SGU as a tribally-chartered institution of higher education and as a 1994 Tribal land grant institution.
4. Jointly work with the SGU vice presidents and executive managers on the development of institutional policies/procedures; organization and administration of budgets; allocation of institutional resources; monitoring of grants and contracts; personnel management; development of new programs; protection of institutional assets; monitoring internal/external relations; planning and implementation of institutional data management systems (Jenzabar); and compliance with accreditation standards set forth by the Higher Learning Commission (HLC) and other professional agencies.
5. Supervise the work of Chief Financial Officer (CFO) including general fiscal management; institutional and program budgeting; monitoring of grants/contracts for compliance; scheduling and follow-up with annual audits; accounting for auxiliary services and events (e.g., bookstore, S.F. Art Show; Founder's Day week, etc.).
6. Assist with institutional assessment including data collection and analyses to ensure the relevance and quality of all educational programs and services; professional development of personnel; effective use of human/fiscal/ physical resources, and compliance with accreditation standards.
7. Explore, identify and implement partnerships with federal/state/tribal organizations and private sector sources to enhance the capacities and resources of the institution.
8. Participate in the assessment and planning of institutional branding, marketing, fund-raising and public relations.
9. Assist with the development of concept papers, business plans, grant applications, contract proposals and reports.
10. Carry out other duties as may be assigned.

#### Education Credentials:

A doctorate degree in an accredited academic discipline is preferred; a masters degree from an accredited institution of higher education is required.

#### Experience:

- Four years of experience teaching in an institution of higher learning; tribal college teaching experience preferred.
- Seven years or more experience in administrative positions in an institution of higher education; tribal college administrative experience preferred.
- Seven years or more experience in assessment of student learning, strategic planning, continuous improvement, and use of data to facilitate planning processes.
- Four years of experience in developing Land Grant program capacities of tribal colleges and universities.
- Leadership experience in national and international tribal colleges and universities.
- Experience in the development and review of new academic programs.
- Experience in grant and technical report writing.
- Experience in working with diverse constituencies on complex issues.
- Seven years of experience teaching in, or working with programs that are based on indigenous cultural philosophies, values and practices.