



# 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 : Administrative Assistant	Department : Nursing Department
Supervisor : Director of Nursing	Contract : 12 months/Hourly/Full-Time

### **Job Summary:**

This role will provide overall administrative support for the Nursing Department of the Sinte Gleska University to ensure efficient office operations and will report to the Nursing Director.

### **Duties:**

- Answers phone calls and directs callers to appropriate personnel, schedules appointments, and assists clients and other visitors.
- Responds to emails and other digital queries and correspondence.
- Delivers and picks up mail from the administration mailroom and distributes to department faculty and director.
- Fills out purchase orders and obtains required signatures, keeps record of purchase orders, follows up on purchase orders, signs for incoming deliveries at property and supply, and maintains inventory of equipment and supplies within the nursing department.
- Assists faculty 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 faculty and records meeting notes.
- Uses word processing and presentation software to create and edit documents.
- Operates and maintains office equipment, including printers and copiers.
- 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.
- Collects data as requested and assists the nursing department director and faculty to compile and summarize information for reports or presentations.
- Assists faculty/advisors during student registration fall, spring and summer semesters.
- Supports other departments as needed.
- Works with sensitive information with discretion to maintain confidentiality and security and ensure compliance with privacy policies and regulations.
- Ensures that deadlines are met and adapts to changing priorities.
- 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**

- ❖ A high school diploma or GED certificate with three years of secretarial experience would be considered.
- ❖ Responsible person with an AA degree in secretarial science or a related field preferred.
- ❖ Excellent organizational, filing, and typing skills required.
- ❖ Must possess computer technology skills to include Microsoft Office Word and Excel.
- ❖ Must be able to work independently and cooperatively with staff, students and the public.
- ❖ Reliable transportation and a valid driver license needed.
- ❖ The ideal candidate is efficient, detail-oriented, and skilled in developing and maintaining positive workplace and customer relationships.

### **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.

*Updated: July 18, 2024*