



# 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 A1994  
TRIBAL LAND GRANT INSTITUTION

ESTABLISHED DECEMBER 1970

## POSITION DESCRIPTION

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|---|---|
| Position : Asst. Registrar - Data Entry Clerk | Department : Registrar                  |
| Supervisor : Registrar                        | Contract : 12 Months - Full Time-Hourly |

### **Job Summary:**

Provide administrative assistant support to the Registrar's Office which includes but is not limited to filing, maintaining student records in Jenzabar, answering questions regarding registration and printing transcripts upon student request.

### **Duties & Responsibilities:**

1. Accepting all necessary documents & admitting new students to the university
2. Creating new student paper files & entering all pertinent information into Jenzabar.
3. Creating spreadsheets on new students for Administration for tracking purposes.
4. Assisting Registrar with registration by accepting cards, enrolling students for a semester, maintaining add/drop cards & working with instructors/advisors.
5. Updating student information in Jenzabar after each semester which may consist of grade changes, new addresses, degree confirmation and/or biographical information.
6. Posting/ changing grades & issuing official transcripts in the absence of the Registrar.
7. Maintaining new, current and archived records for all students.
8. All related other duties that may be assigned to assist in satisfactorily performing the responsibilities for this position and office.
9. Must be detail oriented when entering information into Jenzabar as it is vital to AFMS/ AKIS and IPEDS reporting.

### **Qualifications & Experience:**

- High School Diploma or GED certificate.
- AA in Business/Office Tech preferred.
- Experience in office technology is required.
- Must be able to work without supervision.

**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.