



# 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 : Faculty – Computer Technology	Department : Institute of Technologies (IOT)
Supervisor : Department Chair Person/ Director	Contract : 12 Months - Full Time-Salary

### **Job Summary:**

Regular full-time faculty member will teach assigned classes in the computer technology program, and participate in advising, committee assignments, and other academic and institutional support activities.

### **Duties & Responsibilities:**

1. Faculty member will prepare for and teach the computer technology curriculum in accordance to the SGU Full-time faculty contract.
2. Plan, prepare and submit course schedule for each academic semester.
3. Maintain professional etiquette in communications with students, staff, faculty, and administrators.
4. Work closely with department peers and administrators to understand processes and procedures that lead to becoming a successful teacher and contributing member of the academic unit.
5. Keep record of student's degree plan in collaboration with Program Director.
6. Attend all mandatory professional development trainings.
7. Assist and attend all academic registration and advising.
8. Serve on and contribute to campus-wide committees.
9. Support the mission of the University, and the mission of the Institute of Technologies Department.
10. Provide office hours according to department and faculty contract requirements.
11. Follow and adhere to the policies and procedures of Sinte Gleska University.
12. Participate in the development, evaluation and revision of the curriculum in collaboration with Department Chair/Program director.
13. Plan, prepare and submit course syllabi in conjunction to each academic course schedule.
14. Conduct on-going assessment of student progress.
15. Advise students in the Computer Technology program.
16. Follow and adhere to SGU'S Faculty contract's responsibilities and duties.
17. Maintains necessary educational credentials, professional skills, and demonstrated teaching competencies consistent with department standards.

**Qualifications & Experience:**

- BA/BS-Computer Science or BA-Information Technology, or other computer technology related BA Degree
- Preferred: CTE Certified
- 5-10 Years of work experience in computer technology related field.
- **Minimum:** AAS Information Technology/AAS Computer Science with technology certifications.
- 10+ years of work experience in computer technology related field.

**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.