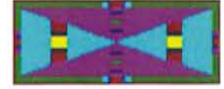


Little Big Horn College
 8645 South Weaver Drive
 PO Box 370
 Crow Agency, MT 59022
 PH (406) 638-3100
 Fax (406) 638-3169



Thank you for your interest in employment at Little Big Horn College. Please submit in one application the **required** following documentation:

Applicants Name: _____ Date: _____

Available Position: _____ Accreditation Office Administrative Assistant

Checklist of required documents:

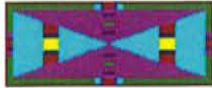
- _____ Letter of application/signed (cover letter) for the position you are applying for
- _____ Current resume
- _____ Transcript of highest degree earned (If hired you have 30-days to turn in Official Transcript)
- _____ Three **signed** letters of Reference (Professional)
- _____ Completed KSA's (Knowledge, Skills and Abilities) with your name and the position you applied for included
- _____ Indian Preference Form (If applicable please include CIB, Current Tribal ID or SF-4432 as verification)
- _____ Consent to Release of Information Form
- _____ Drug Free Workplace Form

This position shall be open until filled unless a closing date is stated on the LBHC website. Incomplete applications will not be considered, late applications (when relevant) will be given less consideration. You may submit your completed application to the LBHC Administration reception with Melodee Reed, to Human Resources at oroscol@lbhc.edu or mail in labelled ATTN: Human Resources Office

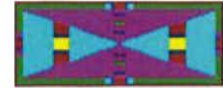
To be completed by LBHC Human Resources

_____ Complete _____ Incomplete _____ Date Received

Laura Orosco, Human Resources Director
oroscol@lbhc.edu
 Director, Human Resources (406) 638-3148



LITTLE BIG HORN COLLEGE Position Description



Job Title: Administrative Assistant
Department: Accreditation Office
Supervisor: Data Coordinator

Summary of Position:

The Administrative Assistant for the Accreditation Office will assist the Data Coordinator. They will work with Assessment/ALO on data collection ensuring the data files are properly gathered and organized as necessary. The Administrative Assistant will work with all staff/faculty when reporting is in progress. They must have great interpersonal skills and be able to request information as needed from staff, faculty or other personnel on campus needed by the assessment officer. The Administrative Assistant must be very responsive answer emails in a timely manner. Ability to use computer software and other programs for reporting and data management.

Principles duties and Responsibilities:

- Must be able to communicate verbally and in writing
- Must be able to ensure a timely data collection, when requested from ALO
- Attend all zoom meetings pertaining to Accreditation
- Must be able to set zoom meetings, if needed as well as preparing notes from meetings
- Must be able to support the development of reports from start to finish
- Will keep a log of all calls received and scheduled meetings on a weekly basis
- Will perform other duties as requested

Job Qualifications:

Knowledge – Must be knowledgeable of basic office management and equipment, including standard letter writing, using correct grammar and punctuation. Applicant must have basic computer skills (Word, Excel, Internet Access, etc.) and office machines experience, which would include faxes, copiers, and computers.

Skills – This position requires excellent oral and written, communication skills, planning, coordinating and have word processing experience, as well as having outstanding organizational and interpersonal skills. The incumbent must have a working knowledge of computer applications (word, excel, etc.), be a self-starter and be able to develop effective working relationships.

Abilities – This position requires the ability to work with diverse populations, disseminate and discuss information, be multi-task oriented, prioritize work assignments, participate in college related activities, perform at a high level of accuracy, maintain confidentiality, follow written and verbal instructions.

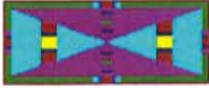
Required Qualifications: Associate of Arts in Business Administration or related field and office experience.

Desired Qualifications: Bachelor's Degree in Business Administration or related field.

Little Big Horn College

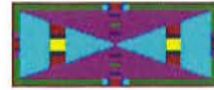
Knowledge, Skills, and Abilities

1. This position requires excellent organizational skills for record keeping and the ability to prioritize work. Describe your knowledge of computer skills, creating material for promotional project events and data entry experience.
2. Research involves collecting data in an accurate, organized, efficient, and timely manner. What relevant skills do you possess for this type of work? And/or what work experience do you have that required these skills? (This could either be from prior experience or community-based work.)
3. This position requires commitment, attention to detail, independent work and self-direction. Describe your experiences working on your own and give examples of how you set and achieve goals and ensure attention to detail.
4. This position requires interaction with people – students, faculty, staff, community members, representatives of other community organizations, federal agency personnel and university collaborators. Describe your “people” skills and especially your communication skills and teamwork skills. You might want to include what you feel are important attributes when dealing with the public in general.
5. This position may also require the handling of sensitive PII (personal identifiable information) of an individual or other confidential aspects of Little Big Horn College relating to privacy. Describe your work experience in collecting, maintaining and protecting information related to the privacy of individuals and/or an organization.
6. Little Big Horn college is committed to preserving and promoting the Crow tribal culture, which is reflected in the organizational/institutional environment, student activities, and academic curriculum. Further, the majority of collaboration would be primarily with Crow community members and students, including people who are native Crow language speakers. Please discuss your knowledge, experience, or reflections in working in such an environment.
7. Describe any experience you have had collecting assessment data and surveys – either for school, for work or as a volunteer. Please describe the kinds of data you collected, computer programs (Access, Excel, PowerPoint, Word, etc.) you have used, any survey or interview experience you have had, and any data compilation, analysis or interpretation work you have done.
8. Do you have any other skills, abilities or experience you think would be relevant to this position, which you haven’t already described?



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INDIAN PREFERENCE

This position allows additional points to be given to the following Indian preference categories:

First Priority: Crow Tribal member.

Second Priority: Federally recognized tribal member legally married to a Crow Tribal member.

Third Priority: Any other outside federally recognized tribal member.

If you are claiming preference for any of the categories above, documentation must be provided for each priority:

First Priority: Must provide proof of enrollment.

Second Priority: Must provide proof of you and your spouse's enrollment.

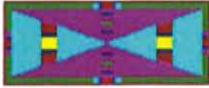
Third Priority: Must provide proof of enrollment.

Please check one:

Crow Tribal Member.

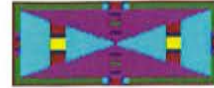
Federally recognized tribal member legally married to a Crow Tribal Member.

Any other outside Federally Recognized Tribal Member



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Consent to Release of Information

I authorize any duly accredited representative of Little Big Horn College to verify any information I have listed on my resume with respect to previous employers, educational institutions, and character/personal references.

I understand that this authorization **does not include** the release of information from any lending institutions, medical institutions, hospitals, or health care professionals.

I further authorize any duly accredited representative of Little Big Horn College to request criminal record information about me from criminal justice agencies and the Department of Motor Vehicles for the sole purpose of determining my eligibility for the position of which I am applying.

Copies of this authorization that show my signature are as valid as the original release signed by me. This authorization is validated for initial period of not more than three months from the date signed and shall be limited to the sole purpose of obtaining information from the date signed and shall be limited to the sole purpose of obtaining information for the position of which I am applying.

Signature

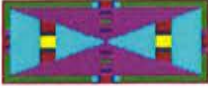
Date

Other Names Used

Social Security Number

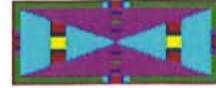
Current Mailing Address

Home Telephone Number



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Drug Free Workplace Policy

Little Big Horn College hereby notifies all employees/students that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited on the premises and within the boundaries of Little Big Horn College.

All employees/students are further notified that as a condition of employment/college enrollment you are required to abide by this policy.

Any employee/student convicted of any criminal statute occurring in the workplace shall be subject to termination by Little Big Horn College.

I, _____, have been given a copy of the Little Big Horn College Drug Free Workplace policy and understand the policy, conditions of employment/enrollment and penalties of said policy.

I will abide by the terms of the Drug-free Workplace Policy and will notify Little Big Horn College of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction. I am aware of available drug/alcohol counseling, rehabilitation, and employee/student assistance programs available in my community.

Signature

Date