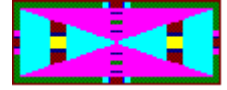


Little Big Horn College  
 8645 South Weaver Drive  
 PO Box 370  
 Crow Agency, MT 59022  
 PH (406) 638-3100  
 Fax (406) 638-3169



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

Applicant Name: \_\_\_\_\_ Closing Date: **Thursday, October 3, 2024 @ noon**

Available Position: **Administrative Assistant to the President**

Checklist of required documents:

\_\_\_\_\_ Signed Letter of Interest for the position

\_\_\_\_\_ Current CV/Resume

\_\_\_\_\_ Official Transcript of highest degree earned

\_\_\_\_\_ 3 professional references – name and numbers

\_\_\_\_\_ Indian Preference Form (If applicable please include CIB, Current Tribal ID or SF-4432 as verification)

\_\_\_\_\_ Consent to Release of Information Form

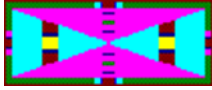
\_\_\_\_\_ Drug Free Workplace Form

This position shall be open until filled unless a closing date is stated. Applications submitted after the closing date will be accepted but given less consideration, incomplete applications will not be considered. Applications can be submitted in person to the LBHC Administration reception with Melodee Reed, sent via email to Human Resources at [brownc39@lbhc.edu](mailto:brownc39@lbhc.edu) , or mailed with “ATTN: Human Resources Office” (see mailing address at top of page).

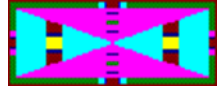
**To be completed by LBHC Human Resources**

\_\_\_\_\_ Date Received      \_\_\_\_\_ Incomplete      \_\_\_\_\_ Complete

Collena Brown, Human Resources Director  
[brownc39@lbhc.edu](mailto:brownc39@lbhc.edu)  
 Director, Human Resources (406) 638-3148



## LITTLE BIG HORN COLLEGE Position Description



**Job Title:** Administrative Assistant  
**Department:** Administration  
**Supervisor:** President

### **Summary of Position:**

This position performs a high level of professionalism and administrative duties in the functions of the President's Office. This Position reports directly to the President.

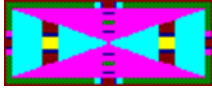
### **Principles duties and Responsibilities:**

- Establishes an effective and organized filing system for the President's office
- Creates both new and standard forms needed for program efficiency
- Provides informational reports on program budget, line items, and expenditures as requested by the President
- Participates in planning events and projects as requested by President
- Attends meetings as needed or requested
- Makes travel arrangements and submits completed paperwork to the Finance Office for processing
- Completes purchase requisitions for the office
- Researches various information via telephone, email, and correspondence as needed for the President
- Contacts individuals, organizations, schools or agencies for outreach, networking or collaboration purposes as requested by the President
- Maintains all records routed through the President's office
- Prepares all outgoing mail
- Drafts correspondence or reports as requested by the President
- Serves as a receptionist for the program and provides information to the public
- Takes minutes for meetings as needed
- Monitors program supply inventory and orders office supplies as necessary
- Faxes, copies and emails documents as necessary
- Requires attention to accuracy, timeliness, and adherence to policies and procedures
- Maintains confidentiality of sensitive information
- Ensures the college policies within purview of the President's Office is adhered to at all times
- Maintains office appearance at all times
- Maintains suitable professional attire relative to the environment
- Serves on committees as needed or requested
- Performs others duties as assigned

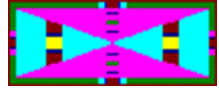
### **Job Qualifications:**

**Education:** Required—an Associate's Degree with coursework related to the position or equivalent work hours. Preferred—Bachelor's degree in a related field.

**Experience:** One or more years secretarial work experience. Must have a working knowledge of computer applications (Word, Excel, Publisher, Zoom, etc.).



## LITTLE BIG HORN COLLEGE Position Description

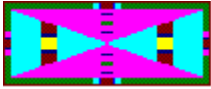


***Knowledge*** –Must be knowledgeable of basic office management and equipment, including standard letter writing, using correct grammar and punctuation. Must have great computer skills and office machines experience, which include but is not limited to: faxes, copiers, computers, and 10-key.

***Skills*** – Must have excellent organizational skills. This position requires excellent communication skills. Must be skilled in use of computer for memos, correspondence, and other documents as needed. Must have strong interpersonal skills for effective and amicable communication with students, personnel, and the general public. Must be able to provide accurate information with tact and courtesy. Must have demonstrated sound judgement and decision making skills.

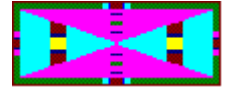
***Abilities*** – Must be able to multitask and prioritize work assignments. Must have the ability to acquire specific knowledge of College programs and events for informational purposes. Must be able to disseminate and discuss information, perform at a high level of accuracy, maintain confidentiality, and follow written and verbal instructions. This position requires the ability to work with diverse populations and participate in college related activities.

**Salary** – Compensation will commensurate with the Little Big Horn College **Staff** salary schedule based on education and experience levels.



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## NATIVE AMERICAN/INDIAN PREFERENCE

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

**Documentation must be provided for each priority:**

**First Priority**

Crow Tribal member

Proof of enrollment

**Second Priority**

Federally recognized tribal member legally married to a Crow Tribal member

Proof of applicant and spouse's enrollment

**Third Priority**

Any other outside federally recognized tribal member

Proof of enrollment

Applicants claiming preference must provide a copy of their CIB (Certificate of Indian Blood), BIA Form 4432, or current Tribal ID.

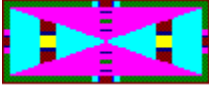
Please check one:

Crow Tribal Member

Federally recognized tribal member legally married to a Crow Tribal Member

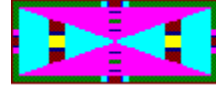
Any other outside Federally Recognized Tribal Member

No preference claimed



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### Drug Free Workplace Policy

Little Big Horn College in compliance with and in support of the Drug-Free Workplace Act of 1988 hereby notifies all employees that the unlawful manufacture, distribution, dispensing, possession or use of controlled substances is prohibited at Little Big Horn College.

Violation of this prohibition by an employee shall result in the college taking appropriate personnel action against the employee, up to and including termination of employment, or requiring the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.

The goal of LBHC is to create an environment that is free of alcohol and the illegal use of drugs. The college recognizes the use of alcohol and drugs as a major barrier to academic success and has adopted an inclusive *Alcohol and Drug-Free Policy*, which mandates that all students and all employees must sign certificates. The College supports those who choose a lifestyle free of chemicals and supports those in recovery and prohibits the use and/or possession of alcohol and other drugs on campus. Standards of conduct, as outlined below, apply to all students, employees, and visitors at LBHC.

- No student, employee or visitor shall use, manufacture, sell, give away, barter, exchange, or distribute a controlled substance or drug paraphernalia.
- No student, employee, or visitor shall possess a controlled substance or any alcoholic beverage while on campus or while involved in college activities, service projects, programs or work situations off campus (except as prescribed by a physician).
- No employee shall report to work and no student or visitor shall report to campus while under the influence of alcohol or a controlled substance (except as prescribed by a physician), which affects alertness, coordination, reaction, response, judgment, decision-making or safety.

Any employee who violates this policy will be referred to the appropriate supervisor or dean to review the violation. The police shall be called in those cases involving visitors to the college.

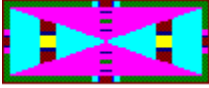
I, \_\_\_\_\_, understand the stated policy and procedure and agree to abide by it as a condition of employment and will notify Little Big Horn College of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction.

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Signature

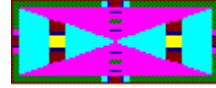
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Date



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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.

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Signature

---

Date

---

Other Names Used

---

Social Security Number

---

Current Mailing Address

---

Home Telephone Number