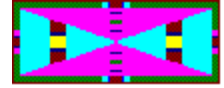


Little Big Horn College
 8645 South Weaver Drive
 PO Box 370
 Crow Agency, MT 59022
 PH (406) 638-3100
 Fax (406) 638-3169



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

Applicant Name: _____ Closing Date: Friday, September 13, 2024 @ 12:00pm

Available Position: **Administrative Assistant to the Dean of Academics**

Checklist of required documents:

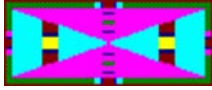
- _____ Signed Letter of Interest for the position
- _____ Current CV/Resume
- _____ Official Transcript of highest degree earned
- _____ Provide names and numbers to 3 references
- _____ Indian Preference Form (If applicable please include CIB, Current Tribal ID or SF-4432 as verification)
- _____ Consent 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 , or mailed with “ATTN: Human Resources Office” (see mailing address at top of page).

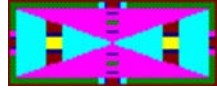
To be completed by LBHC Human Resources

_____ Date Received _____ Incomplete _____ Complete

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



LITTLE BIG HORN COLLEGE Position Description



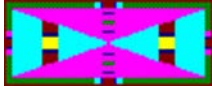
Job Title: Administrative Assistant
Department: TCU
Supervisor: Dean of Academics
Supervision Excised: Student Interns

Summary of Position

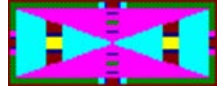
The Administrative Assistant will manage, coordinate and carry out a variety of key administrative functions for the offices of the College's Dean of Academics. This position will support and assist in the management of personnel processes for faculty. This position will oversee and coordinate functions and projects related to faculty and students at the Little Big Horn College under the supervision of the Dean of Academics.

Principles duties and Responsibilities:

- Assist in the operations related to the Office of the Academic Dean for the College
- Maintain a wide range of records for students, faculty, programs and activities
- Maintain calendar and schedule for Academic Dean
- Carry out a variety of tasks related to committee work and regular activities of the department
- Respond to a wide range of requests by students, parents, faculty, staff, administrators and external sources.
- Perform and oversee functions related to faculty, including, but not limited to: coordinate faculty searches
- Assist in the planning and oversee faculty orientations
- Calculate faculty workload and prepare overload contracts;
- Prepare communications.
- Perform and oversee functions related to adjunct faculty, including
 - Preparing orientation materials,
 - Create and maintain the adjunct faculty data base
- Assist the Dean with writing assignments related to Academic Affairs
- Represent the Dean at meetings or with committee assignments, including the Department Chair meetings
- Organize and coordinate various department activities/events as needed
- Assist in the development (writing, designing, drafting, editing, etc.) various written documents related to assigned functions such as procedure manuals, instructional materials
- Participate in key departmental planning activities related to assigned functions
- Compiling background information/data needed for planning purposes
- Drafting outlines, policies, procedures, schedules, forms, related instructional/promotional material
- Coordinating the implementation of new program plans or operating policies, procedures, schedules, and similar
- Confer regularly and work closely with Human Resources and Payroll Departments in regulating faculty contracts, retirement matters, personnel files, search processes and other related material.



LITTLE BIG HORN COLLEGE Position Description



- Serve as liaison with students, faculty, staff, and parents, Trustees, alumni, vendors and/or other key internal and/or external department constituency
- Present information on department programs
- Explain, interpret and enforce standard policies and procedures
- Provide assistance to College President as needed
- Train and supervise the daily activities of interns or work-study students when assigned.
- Perform related duties as assigned.

Job Qualifications

Education: Associate of Arts in Business Administration or related field required. Bachelor's Degree preferred

Experience: Three (3) or more year's office experience required.

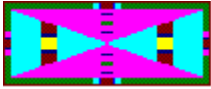
Other: Knowledge of Crow culture and language is preferred.

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.

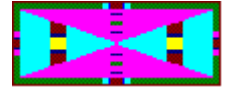
Abilities: This position requires the ability to work with diverse populations, disseminate and discuss information, be multi-task oriented, prioritize work assignments, participate in college related activities, perform at a high level of accuracy, maintain confidentiality, and follow written and verbal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

Salary—Compensation shall commensurate with **Staff** Salary Schedule DOEE.



Little Big Horn College

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



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.

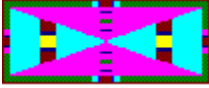
Please check one:

Crow Tribal Member

Federally recognized tribal member legally married to a Crow Tribal Member

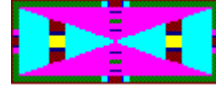
Any other outside Federally Recognized Tribal Member

No preference claimed



Little Big Horn College

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



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

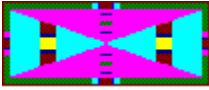
Date

Other Names Used

Social Security Number

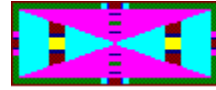
Current Mailing Address

Home Telephone Number



Little Big Horn College

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



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.

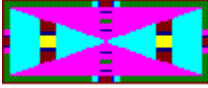
- No student, employee or visitor shall use, manufacture, sell, give away, barter, exchange, or distribute a controlled substance or drug paraphernalia.
- No student, employee, or visitor shall possess a controlled substance or any alcoholic beverage while on campus or while involved in college activities, 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.

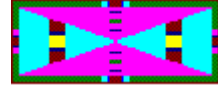
Signature

Date



Little Big Horn College

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



EMPLOYEE CONFIDENTIALITY AGREEMENT

It is important to protect the privacy of employees/clients/students etc. therefore, an Agreement of Confidentiality must be signed by all employees. Please read and sign this agreement and return it to Human Resources.

The nature of services provided by Little Big Horn College requires that information be handled in a private, confidential manner.

Information about our clients will not be released to outside people or agencies without our written consent and the consent of the client. The only exception to this policy will be to follow legal or emergency guidelines. All memoranda, notes, reports, or other documents compiled about our clients will remain part of our confidential records.

Personal or identifying information about our staff (such as names, addresses, phone numbers, or salaries) will not be released to people not authorized by the nature of their duties to receive such information. Personal or identifying information about our staff will not be released to outside people or agencies without the consent of the staff person; the only exception to this policy will be to follow legal guidelines in an emergency.

The undersigned individual agrees to follow this confidentiality agreement and will speak to his or her supervisor if there are questions regarding the disclosure of information.

<hr/>		
Employee Print	Employee Signature	Date
<hr/>		
Witness Print	Witness Signature	Date