

LITTLE BIG HORN COLLEGE
Job Description

Job Title: Agriculture Advocate Coordinator

Department: Administration

Supervisor: Dean of Administration

Scope of the Position: Little Big Horn College has been awarded a federal (USDA) grant designed to develop two new programs of study to include Animal Science and Plant Science at Little Big Horn College. The Ag Curriculum Director will be responsible for coordinating and implementing the program objectives of this federal grant. The Ag Director will also collaborate resources with LBHC USDA grant entitle Student Experiential learning Grant, which is also designed to develop and further Agricultural education in Horticulture Science at Little Big Horn College.

Administrative Duties:

- Manages and monitors the USDA program budget
- Meets with the LBHC Sponsored programs Office on a regular basis for program budget reconciliation.
- Writes and submits ll required reports on a timely basis.
- Seeks and writes for continued funding for this project.

Principle Duties and Responsibilities:

- Supervision of Interns.
- Collaborate the resources from both the Ag. Curriculum Development and Experiential Learning grants to cohesively develop and strengthen the goals of Agriculture Curriculum development at LBHC.
- Identifies and recruit adjunct faculty for programs curriculum.
- Performs research including coordinating meetings and developing surveys and questionnaires to determine community agricultural educational needs.
- Develops new curriculum course work through consultation and planning efforts with faculty and other institutional organizations.

- Collaborates with the LBHC Academic Dean, LBHC Faculty Council, and the Montana University System regarding articulation agreements for transfer of credits.
- Effectively promotes the new curriculum and seeks innovative ways to recruit and sustain student enrollment for the Ag program.

Other: Teaching experience or willingness to teach is desirable.

Job Qualifications

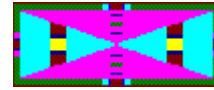
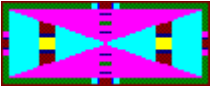
Knowledge: Knowledge in curriculum development, and program budget management and coordination preferred. Must have demonstrated knowledge of agricultural field.

Skills: Outreach, networking, and interpersonal skills are essential.

Abilities: Must be able to handle multi-tasks and organize priorities.

Education: Minimum of bachelor's degree in related field required.

Salary & Selection: Will be based on years of experience, education and qualifications.



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

Applications are available at the Little Big horn College Website: www.lbhc.edu or may be picked up at Melodee Reed's, Reception Desk located at LBHC Front Office (Administration/Library Building). Upon request we can also e-mail an application by contacting Robin Vallie, Director – Human Resources vallier@lbhc.edu 406-638-3148. Position closes on: August 6, 2020 @ 5:00 PM.

All applicants will need to provide the following information to complete their application. Applications will only be accepted by Melodee Reed, Receptionist or Robin Vallie, Director of Human Resources.

Applicant's Name: _____ Date: _____

Position Applied for: "Agriculture Advocate Coordinator"

Checklist of required documents.

- _____ Letter of application/signed (cover letter)
- _____ Current resume
- _____ Transcript of highest degree earned: (If hired you have 30-days to turn in Official Transcript)
- _____ Three letters of Reference (Professional) Must be signed or will not be counted – signed and e-mailed will be accepted.
- _____ Complete the required KSA's (Knowledge, Skills and Abilities). Please include your name and the position you applied for.
- _____ Indian Preference Form (If claimed please include CIB or SF-4432 as verification)
- _____ Consent to Release of Information Form
- _____ Drug Free Workplace Form

Below – To be completed by LBHC Human Resources

_____ Complete _____ Incomplete
 _____ Date Received

Robin Vallie
 Director, Human Resources (406) 638-3148

Little Big Horn College

Knowledge, Skills, and Abilities

Position Title: Agriculture Advocate Coordinator

Please review the job description carefully and respond to the following questions on a separate sheet of paper. Include your name and the position for which you are applying.

1. This position requires you to have outreach meetings and training to groups and individuals in Agriculture, or similar topics within Agriculture management. Please discuss your knowledge, experience, or reflections in working in such an environment or training you may have developed in the past.
2. This position requires excellent organizational skills for record keeping and the ability to prioritize work. Describe your knowledge of computer skills, creating reports, advertising, news media, apps, collecting data for project events and data entry experience.
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, Tribal Conservation Districts, USDA collaborators and related programs with the Tribe and Tribal members. Describe your “people” skills and especially your communication and teamwork skills. You might want to include what you feel are important attributes when dealing with the public in general.
5. Describe any experience or knowledge with production in agriculture on the reservation and your understanding of tribal government, USDA programs, BIA and other outside agencies involved with Agriculture and Natural Resources. Please include any prior experience.
6. This position may require physical activity for livestock management, for the LBHC Beefalo Project, such as lifting, walking, feeding, etc. Please express your willingness, or unwillingness, to participate in any strenuous physical activity.
7. Do you have any other skills, abilities, or experience you think would be relevant to this position, which you have already described?



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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.

Employee Name

Date



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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