

# Little Big Horn College

## Job Position Description

**Job Title:** Agriculture Research Intern (2 positions open)  
**Department:** LBHC Agriculture Equity Program, funded by USDA and NIFA  
**Supervisor(s):** Agriculture Equity PD, Velma Pickett; and Science Faculty, Sara Plaggemeyer  
**Deadline:** Wednesday, May 15, 2019 (Turn into Front Office, with Melodee Reed)  
**Salary:** \$10-\$12/hour, DOE

### **Summary of Duties:**

This position performs research activities, in combination with livestock monitoring, with limited secretarial duties under the LBHC Ag Equity Program.

### **Nature and Scope of Position:**

- This will be a full-time grant funded position that supports the Agriculture Equity Program, and projects.
- This is a contract position. Leave and holidays will be LWOP (leave without pay.)
- This position interacts daily with staff, faculty, community members, other grant projects and local agency staff and managers.
- Starting date will be June 3, 2019. Ending date will be August 2, 2019.

### **Principle Duties and Responsibilities:**

- Assist the Agriculture Equity PD and Science Faculty with various administrative duties.
- Check on livestock and pasture.
- Feed and water livestock.
- Fence maintenance for pasture.
- Apply scientific method of procedure for chosen research topic, in collaboration with Science Faculty, Sara Plaggemeyer.
- Record keeping for research project.
- Final poster presentation upon internship completion.
- Performs miscellaneous errands for the Agriculture Equity project.
- Transcribes minutes for specified meetings.
- Attend meetings and workshops, as assigned.
- Answers phones and takes messages as necessary.
- Maintains efficient filing system and work log.
- Faxes and shreds material as needed.

## Little Big Horn College

### Knowledge, Skills, Abilities

1. This position requires organizational skills for recordkeeping and the ability to prioritize work. Describe your knowledge of computer skills, apps, 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 work experience or community-based work.)
3. This position requires commitment, independent work, and self-direction. Describe your experiences working on your own and give examples of how you set and achieve goals?
4. This position may require you to lift up to 75 lb., for livestock feed purposes, and other labor intensive physical activity for livestock management, such as fencing, post-hole digging, lifting, walking, feeding, etc. Please express your willingness, or unwillingness, to participate in any strenuous activity.
5. Please describe the experience you have with livestock management and/or the knowledge you have with production in agriculture.
6. Describe your knowledge and understanding of tribal land tenure, USDA programs, BIA, and other outside agencies (NRCS) involved with Agriculture and Natural Resources on the reservation.
7. Do you have any other skills, abilities or experience you think would be relevant to this position, which you haven't already described?
8. The research obtained from this project will be presented at the 2019 FALCON (First Americans Land Grant Consortium) Conference hosted in Denver, CO from October 26-28, 2019. Would you be willing to travel, expenses paid, to attend the FALCON Conference and to do a short 15-20 min. presentation on the research covered this summer?



Little Big Horn College  
8645 S. Weaver Drive  
P.O. Box 370  
Crow Agency, Mt 59022  
Phone: (406) 638-3100  
Fax: (406) 638-3169

## 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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**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

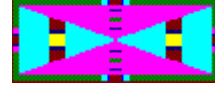
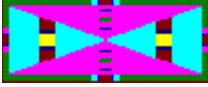
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 Date

\_\_\_\_\_  
 Other Names Used

\_\_\_\_\_  
 Social Security Number

\_\_\_\_\_  
 Current Mailing Address

\_\_\_\_\_  
 Home Telephone Number



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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.

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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.

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Please check one:

\_\_\_\_\_ Crow Tribal Member.

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

\_\_\_\_\_ Any Other Outside Federally Recognized Tribal Member