



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

CHECKLIST

All applicants will need to provide the following information to complete their application. Applications are due by September 6, 2019 @ 5:00 PM. Late applicants will not be considered.

Position Applied for: **Bookstore Manager**

Applicant's Name: _____

- _____ Letter of application/signed (cover letter – If not signed, it will be deemed incomplete)
- _____ Current Resume
- _____ Transcript Required (Unofficial acceptable but need Official Transcript if selected)
- _____ Three letters of Reference (e-mail is acceptable/within deadline and signed)
- _____ KSA'S (Knowledge / Skills / Abilities) – Please answer questions and submit with application).
- _____ Indian Preference Form (If claimed, please submit CIB – Certificate of Indian Blood).
- _____ Consent to Release of Information
- _____ Drug Free workplace Form

Note: If applicant is in the top tier, an interview will be scheduled, applicant will be rated based upon application requirements and interview. If selected for position – a background check will be conducted, two forms of ID and a personnel file will be created along with other required documentation. A contract will be offered and filled out prior to start of work.

Below to be completed by LBHC Human Resources Office

_____ Complete _____ Incomplete _____ Date Submitted
 All applications MUST be submitted ONLY to either: Melodee Reed (front desk admin.) or Robin Vallie (Human Resources Director). If submitted through other personnel it must be reached either by Melodee Reed or Robin Vallie on the due date/time.

Mr. Robin Vallie
 Human Resources Director (406) 638-3148
 vallier@lbhc.edu

Little Big Horn College
Position Description

Job Title: Bookstore Manager

Department: Business Office

Supervisor: CFO/Dean of Student Services

Summary of Work: The Bookstore Manager oversees all functions and inventory invoices of the college bookstore.

Nature and Scope of Position:

- This is a full time, one (1) year, non-exempt position under the direct supervision of the Dean of Student Services.
- This position is multi-tasked oriented.
- This position has great interaction with staff, faculty, and students at LBHC.
- This position may be demanding and includes deadline requirements.
- This position works daily with accounting software designed for multi fund accounts.

Principle Duties and Responsibilities:

- Enters various data information into accounting software and updates student book charges.
- Assist with all textbooks orders from faculty.
- Receives all incoming textbooks and systematically organizes the bookstore or assist student with a e-compus to purchase books.
- Inventories books, apparel, and notifies faculty of any need to re-order at the end of each month.
- Disperses textbooks to students; maintaining inventory for all.
- Maintains book receipt records.
- Assist in maintaining an effective record keeping system.
- Creates new forms as needed or required to ensure efficiency.
- Know and utilize "point of sale" system.

Education and Experience:

A minimum of an AA degree in Business Administration, Accounting, or related degree preferred, or at least two years of direct or related work experience that has equipped the candidate with knowledge, skills, and abilities to successfully perform the duties of this position.

Job Qualifications:

Knowledge: This position requires knowledge in basic accounting principles and basic math concepts. Must be knowledgeable of multi fund accounting principles and be able to utilize accounting software efficiently.

Skills: Must have computer skills. Must have good communication skills needed to convey information to students, departments, and other outside agencies and organizations. Must have excellent organizational skills required for record keeping. Must have excellent interpersonal skills.

Abilities: Must have the ability to prioritize work and work well under pressure when deadlines are required. Must have an exceptional ability to pay attention to details, particularly mathematical figures. Must be able to establish effective working relationships with faculty, students, staff, and outside agencies and organizations.

Salary & Selection – will be based on years of experience, education, and qualifications.

Knowledge, Skills and Abilities (Bookstore Manager)

Note: Each question is worth 10 Points for a total possibility of 70 Points. Please write clearly and answer questions completely. No one word answers.

Candidates name: _____

1. What is your educational and background experience relating to inventory, running point of sale computer systems, and general store management?
2. What computer systems/programs have you operated for data collection and/or accounting software?
3. What is your knowledge or education in areas such as basic accounting principles and basic business math?
4. Describe your communication interpersonal skills. Give details and examples of your experience.
5. How would you go about working with students under a short timeframe when ordering books and how would you track transactions to meet deadlines?
6. How would you handle under-stocked and over-stocked inventory?
7. The beginning of each quarter/semester brings on a rush for books and supplies. How would you handle the rush period?



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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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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

 Date

 Other Names Used

 Social Security Number

 Current Mailing Address

 Home Telephone Number