



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 from Melodee Reed, reception office is located at the LBHC Front Office (Administration/Library Building) or we can e-mail a copy if requested. My e-mail is: vallier@lbhc.edu 406-638-3148

All applicants will need to provide the following information to complete their application. Applications will only be date stamped by either Melodee Reed or Human Resources. Applications turned in to anyone else will only be stamped in when they are officially received by either Melodee or Human Resources.

Applicants Name: _____ Date: _____

Position Applied for: **Coordinator / Adult & Continuing Education**

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
- _____ 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

8645 South Weaver Drive

P.O. Box 370

Crow Agency, MT 59022

Phone: (406) 638-3100

Job Title: Coordinator of Adult and Continuing Education

Department/Program: Student Services

Supervisor: Dean of Student Affairs

Salary/Hourly Range: \$14-\$18.00/Hour – This is a Part-Time Position (20/Hours week)

General Statement of Duties:

Position Description: Develops, administers, and coordinates the Adult and Continuing Education Program of Little Big Horn College; related work, as required; fulfills LBHC's Mission Statement; evaluating and tracking program participation. Incumbent will prepare and maintain the budget and act as the liaison between the Adult and Secondary programs and represent Little Big Horn College at appropriate meetings concerned with Adult Education.

Key Duties and Responsibilities:

(The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive.)

1. Develops, administers, and coordinates Adult and Continuing Education Program of Little Big Horn College.
2. Conducts assessments to determine and identify needs of the community
3. Coordinates admission process of all students.
4. Maintains all required financial records of the program.
5. Monitors expenses/revenue related to the program.
6. Tracks and evaluates program satisfaction
7. Determines program outcome for the purpose of continuation or cancellation.
8. Maintains a close working relationships with community and state agencies, local businesses and other community groups to recruit students.
9. Acts as a liaison between Adult and Secondary programs.
10. Use of computer and applications such as spreadsheets, word processing, email, and other database applications.
11. Other duties as assigned by LBHC.

Required Knowledge, Skills, Abilities, and Attributes:

Knowledgeable about educational programs; good knowledge of administrative procedures in an educational environment; good knowledge of community organizations and funding resources; ability to communicate effectively, both orally and in writing; ability to analyze, evaluate, and interpret a wide range of information and data; ability to make presentations.

Job Title: Coordinator of Adult and Continuing Education... continued

Minimum Acceptable Training and Experience:

1. An Associate's Degree in Education with two (2) years of specialized experience
2. A Bachelor's Degree in Education or related field with two (2) years of experience in an administrative support or staff with budgeting experience.

Accredited By Northwest Association Of Schools And Colleges

Little Big Horn College Job Opening
Coordinator of Adult and Continuing Education (20 Hours/Week)
Announcement date: January 8, 2020 Application Deadline: Until Filled

Qualifications:

1. Minimum – AA Degree in Education and two-years specialized experience
2. Preferred – Bachelor’s Degree in Education or related field with two-years experience in an administrative support with budgeting experience.

Term of employment: Immediate vacancy.

Questions? Contact Patricia Whiteman, Dean – Student Services, 406-638-3189 or Shaleen Old Coyote, Dean of Administration, 406-638-3110.

Applications are available online at Little Big Horn College Website: www.lbhc.edu or can be picked up from Melodee Reed, LBHC Front Office / Administration/Library Building. We can also email an application by request from Robin Vallie, Director, Human Resources – vallier@lbhc.edu or call 406-638-3148.

Position: Coordinator of Adult and Continuing Education

Knowledge, Skills, and Abilities - (Each question is rated at 10 Points each). Please include the question as well as your answers.

Total possible points = 70.

1. Knowledge of HiSet/GED programs and testing procedures.
2. Excellent organizational, analytical and planning skills.
3. Skill in budget preparation and budget management.
4. Ability to participate as a team member, ability to understand and interpret rules and regulations, and ability to adjust to change with a positive attitude.
5. Ability to plan, organize and implement assigned responsibilities and to work well under pressure to meet deadlines.
6. Ability to handle confidential material and familiar with FERPA Laws and Regulations.
7. Ability to communicate effectively, verbally, and written to work with a diverse workforce and student population to prioritize and exchange ideas effectively with others to formulate policies and procedures for the program.



Little Big Horn College
 8645 S. Weaver Drive
 P.O. Box 370
 Crow Agency, Mt 59022
 Phone: (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 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



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

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: (C.I.B./Certificate of Indian Blood) or SF-4432.

First Priority: Must provide proof of enrollment (C.I.B. or SF-4432)

Second Priority: Must provide proof of you and your spouse's enrollment. (C.I.B. or SF-4432)

Third Priority: Must provide proof of enrollment. (C.I.B. or SF-4432)

Please check one: Must Provide Proof or it will not be counted.

_____ Crow Tribal Member.

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

_____ Any Other Outside Federally Recognized Tribal Member