

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 Shaleen OldCoyote-Killsnight oldcoyotes@lbhc.edu 406-638-3110. Position closes on: October 6th, 2020

All applicants will need to provide the following information to complete their application. Applications will only be accepted by Melodee Reed, Receptionist or Shaleen OldCoyote-Killsnight, Dean of Administration.

Applicant's Name: _____ Date: _____

Position Applied for: "Dean of Academics"

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 Dean of Administration

_____ Complete _____ Incomplete
_____ Date Received

Shaleen OldCoyote-Killsnight
Dean of Administration, (406)638-3110

Accredited by Northwest Commission on Colleges and Universities

Little Big Horn College

Position Description

Position: Dean of Academic Affairs
Department: Administration
Supervisor: LBHC President

Summary of Work: The Academic Dean is responsible for the academic leadership and the management and administration for all phases of the academic programs which include the offices and various grant programs under the Academic Department. This position serves in an administrative capacity and reports directly to the President.

Nature and Scope of Position

- Serves as Chairperson of the Academic Council and is a member of the President's Council.
- Provides leadership in the curriculum development and coordinates departmental programs. This includes evaluation and revision of courses and curricula.
- Provides campus wide student outcomes and assessments.
- Participates in the accreditation process when necessary.
- Recruits, interviews, and recommends prospective faculty and staff utilizing the college's search procedures.
- Accepts teaching assignments as needed and necessary.
- Serves as college liaison for various internal and external constituencies.

Principle Duties and Responsibilities

- Coordinates with Human Resource Officer to prepare contracts for all full-time, part-time, and adjunct faculty.
- Coordinates with Human Resource Office to recruit part-time and adjunct faculty as needed or required.
- Monitors the submission of course syllabi for each semester and accurately maintains all course syllabi files.
- Coordinates with the Dean of Student Services on academic related decisions such as academic probation, absences, and other situations that may arise.
- Develops and revises academic policy in conjunction with faculty and Academic Council.
- Maintains and coordinates all transfer agreements with primary transfer institutions.
- Prepares quarterly Dean of Academic Reports for the LBHC Board of Trustee meetings.
- Writes reports utilizing various data and research as needed or required.
- Responds to all communications relative to the college's academic concerns including the completion of forms (i.e. IPEDS).
- Reviews all applications for graduation to verify that students have completed all core and program of study requirements.

- Signs documents allowing students to enroll in additional semester hours that notably exceed the normal semester course load.
- Coordinates and implements all Continuing Education Credits (CEU's)
- Maintains an updated directory of all faculty members including home addresses and telephone numbers for emergency purposes.
- Maintains a directory of external telephone numbers such as BIA police, I.H.S., Crow Tribe (Higher Education Office), and other educational institutions.
- Participates in the Faculty Evaluation Process when faculty portfolios are reviewed.
- Develops and supervises the evaluation of faculty by students.
- Develops a course schedule for all terms.
- Coordinates and implements in-service training as needed for faculty and staff.
- Serves on ad-hoc committees as needed or required.
- Performs other job related duties as required, needed or assigned.

Supervisory Duties:

- Supervises faculty and all academic departmental offices.
- Supervises the Library and other various grants.

Occasional travel will be required.

Job Qualifications

Knowledge- Must have knowledge in academic regulations as related to accreditation standards, budget development and management, and records management. Must be knowledgeable of compliance regulations and reporting requirements in grants management. Must be knowledgeable of Native American/ Crow Culture.

Skills- Must have excellent supervisory skills, excellent oral and written communication skills, excellent interpersonal skills, and computer skills.

Abilities- Must be able to assess the academic needs of the college and provide direction and leadership to achieve maximum goals.

Education and Experience:

- A minimum of a Master's degree is required.
- Minimum of 3 years in college teaching.
- Three to five years of work experience in higher education.
- Minimum of one year of college level administrative experience is strongly preferred.
- Teaching/ management experience with Crow/ Native American students strongly preferred.

Little Big Horn College

Knowledge, Skills, and Abilities

1. This position requires excellent organizational skills for record keeping and the ability to prioritize work. Describe your knowledge of computer skills, creating material for meeting demands to improve service needs for meetings, project events and data entry experience for reporting and presentations.
2. Duties would involve finding innovating ways to improve service needs and researching way to meet these demands. 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 experience or community-based work.)
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, local school administrators and university collaborators. Describe your “people” skills and especially your communication skills and teamwork skills. You might want to include what you feel are important attributes when dealing with the public in general.
5. Little Big Horn College is committed to preserving and promoting the Crow tribal culture, which is reflected in the organizational/institutional environment, student activities, and academic curriculum. Further, the majority of collaboration would be primarily with Crow community members and students, including people who are native Crow language speakers. Please discuss your knowledge, experience, or reflections in working in such an environment.
6. Describe any experience you have had to improve growth on-campus and enhance enrollment, either for school, for work or as a volunteer.
7. Please describe your knowledge and skills using computer programs (access, excel, PowerPoint, word, etc) that you may have used, experience you have had to improve service needs using data compilation, analysis or interpretation of work you have done.
8. Do you have any other skills, abilities or experience you think would be relevant to this position, which you haven’t already described?
9. Please talk about your experiences working with state and national standards, NWCCU accreditation and program and unit assessment?
10. Please tell us about your philosophy of leadership and how that applies to the position of the Dean of Academics?



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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

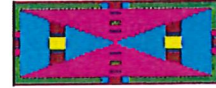
Date

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.

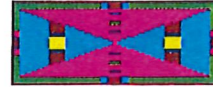
All employees/students are further notified that as a condition of employment/college enrollment you are required to abide by this policy.

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