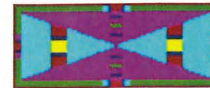


Little Big Horn College
8645 South Weaver Drive
PO Box 370
Crow Agency, MT 59022
PH (406) 638-3100
Fax (406) 638-3169



Thank you for your interest in employment at Little Big Horn College. Please submit in one application the **required** following documentation:

Applicants Name: _____ Date: _____

Available Position: _____ Dean of Academics Assistant

Checklist of required documents:

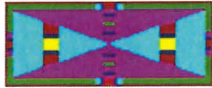
- _____ Letter of application/signed (cover letter) for the position you are applying for
- _____ Current resume
- _____ Transcript of highest degree earned (If hired you have 30-days to turn in Official Transcript)
- _____ Three **signed** letters of Reference (Professional)
- _____ Completed KSA's (Knowledge, Skills and Abilities) with your name and the position you applied for included
- _____ Indian Preference Form (If applicable, include CIB, Current Tribal ID or BIA Form-4432 as verification)
- _____ Consent to Release of Information Form
- _____ Drug Free Workplace Form

This position shall be open until filled unless a closing date is stated on the LBHC website. Incomplete applications will not be considered, late applications (when relevant) will be given less consideration. You may submit your completed application to the LBHC Administration reception with Melodee Reed, to Human Resources at oroscol@lbhc.edu or mail in labelled ATTN: Human Resources Office

To be completed by LBHC Human Resources

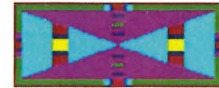
_____ Complete _____ Incomplete _____ Date Received

Laura Orosco, Human Resources Director
oroscol@lbhc.edu
Director, Human Resources (406) 638-3148



LITTLE BIG HORN COLLEGE

Position Description



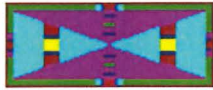
Job Title: Assistant
Department: TCU
Supervisor: Dean of Academics

Summary of Position:

To manage, coordinate and carry out a variety of key administrative functions for the offices of the College's Dean of Academics; to support and manage personnel processes for faculty; to oversee and coordinate functions and projects related to faculty and students at the Little Big Horn College under the supervision of the Dean of Academics.

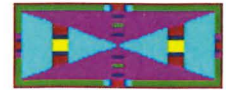
Principles duties and Responsibilities:

- Oversee and manage the operations related to the Office of the Academic Dean for the College, including, but not limited to: maintain a wide range of records for students, faculty, programs and activities; maintain calendar and schedule for Academic Dean; carry out a variety of tasks related to committee work and regular activities of the department; respond to a wide range of requests by students, parents, faculty, staff, administrators and external sources.
- Perform and oversee functions related to faculty, including, but not limited to: coordinate faculty searches; plan and oversee faculty orientations; calculate faculty workload and prepare overload contracts; prepare communications.
- Perform and oversee functions related to adjunct faculty, including, but not limited to: coordinate searches; prepare contract information; prepare orientation materials, create and maintain the adjunct faculty data base in order to track seniority, determine pay grade, determine unit eligibility, to determine years of service and maintain other significant information.
- Assist the Dean with writing assignments related to Academic Affairs; represent the Dean at meetings or with committee assignments, including the Department Chair meetings; maintain appointment calendars, prepare correspondence, carry out research assignments and, respond to regular and unusual situations that occur within the department.
- Organize and coordinate various department activities/events, including arranging for all necessary facilities, staffing, scheduling, advertising/promotion, and the like.
- Develop (write, design, draft, edit, etc.) various written documents related to assigned functions such as procedure manuals, instructional materials, and the like.
- Participate in key departmental planning activities related to assigned functions, with a focus on: compiling background information/data needed for planning purposes; drafting outlines, policies, procedures, schedules, forms, related instructional/promotional material; coordinating the implementation of new program plans or operating policies/procedures/schedules; and the like.
- Plan and prepare a variety of regular and special reports related to assigned functions, involving background research, compiling and analysis of data from a variety of sources and so forth.
- Confer regularly and work closely with Human Resources and Payroll Departments in regulating faculty contracts, retirement matters, personnel files, search processes and other related material.
- Serve as liaison with students, faculty, staff, parents, Trustees, alumni, vendors and/or other key internal and/or external department constituency: present information on department programs;



LITTLE BIG HORN COLLEGE

Position Description



explain, interpret and enforce standard policies and procedures; process special requests; discuss, investigate and resolve problems, referring to supervisor and advising on appropriate action to be taken as necessary.

- Provide assistance to College President in assistant's absence. Oversee coordination and coverage of President's and Academic Dean's offices with President's assistant.
- Train and supervise the daily activities of interns or work-study students when assigned.
- Perform related duties as assigned.

Job Qualifications:

Knowledge –Must be knowledgeable of basic office management and equipment, including standard letter writing, using correct grammar and punctuation. Applicant must have basic computer skills (Word, Excel, Internet Access, etc.) and office machines experience, which would include faxes, copiers, and computers.

Skills – This position requires excellent oral and written, communication skills, planning, coordinating and have word processing experience, as well as having outstanding organizational and interpersonal skills. The incumbent must have a working knowledge of computer applications (word, excel, etc.), be a self-starter and be able to develop effective working relationships.

Abilities –This position requires the ability to work with diverse populations, disseminate and discuss information, be multi-task oriented, prioritize work assignments, participate in college related activities, perform at a high level of accuracy, maintain confidentiality, follow written and verbal instructions.

Required Qualifications: Associate of Arts in Business Administration or related field and office experience.

Desired Qualifications: Bachelor's Degree in Business Administration or related field.

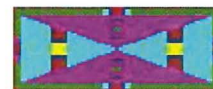
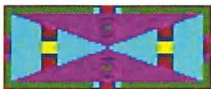
Other: Knowledge of Crow culture and language is preferred, but not required.

Little Big Horn College

Knowledge, Skills, and Abilities

Use your past your past experience to complete the KSAs.
Attach on a separate sheet. Include the position title and your name in the heading.

1. This position requires excellent organizational skills for record keeping and the ability to prioritize work. Describe the methods you use for organizing and prioritizing work.
2. 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.
3. This position requires interaction with people – students, faculty, staff, and community members, representatives of other community organizations, federal agency personnel 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.
4. This position may also require the handling of sensitive PII (personal identifiable information) of an individual or other confidential aspects of Little Big Horn College relating to privacy. Describe your work experience in collecting, maintaining and protecting information related to the privacy of individuals and/or an organization.
5. Describe any experience you have had collecting assessment data and surveys – either for school, for work or as a volunteer. Please describe the kinds of data you collected, computer programs (Access, Excel, PowerPoint, Word, etc.) you have used, any survey or interview experience you have had, and any data compilation, analysis or interpretation work you have done.
6. The duties of this position can vary significantly from day to day. You will rely on your flexibility to adapt to the demands each day brings to excel in whatever task that's required. Describe your experiences with changing work demands or functions and how you accommodated them.
7. 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.
8. Do you have any other skills, abilities or experience you think would be relevant to this position, which you haven't already described?



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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.

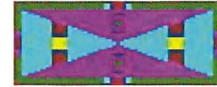
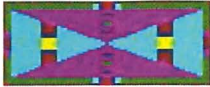
Third Priority: Must provide proof of enrollment.

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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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

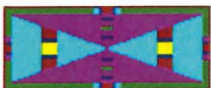
Date

Other Names Used

Social Security Number

Current Mailing Address

Home Telephone Number



Little Big Horn College

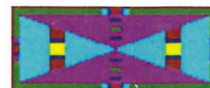
8645 South Weaver Drive

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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.

Signature

Date