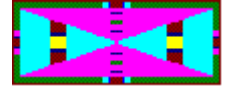


Little Big Horn College
 8645 South Weaver Drive
 PO Box 370
 Crow Agency, MT 59022
 PH (406) 638-3100
 Fax (406) 638-3169



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

Applicant Name: _____ Closing Date: **Thursday, October 3, 2024 @ noon**

Available Position: **Director of Office of Sponsored Programs**

Checklist of required documents:

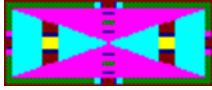
- _____ Signed Letter of Interest for the position
- _____ Current CV/Resume
- _____ Official Transcript of highest degree earned
- _____ 3 professional references – name and numbers
- _____ Indian Preference Form (If applicable please include CIB, Current Tribal ID or SF-4432 as verification)
- _____ Consent to Release of Information Form
- _____ Drug Free Workplace Form

This position shall be open until filled unless a closing date is stated. Applications submitted after the closing date will be accepted but given less consideration, incomplete applications will not be considered. Applications can be submitted in person to the LBHC Administration reception with Melodee Reed, sent via email to Human Resources at brownc39@lbhc.edu , or mailed with “ATTN: Human Resources Office” (see mailing address at top of page).

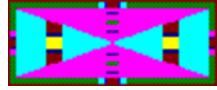
To be completed by LBHC Human Resources

_____ Date Received _____ Incomplete _____ Complete

Collena Brown, Human Resources Director
brownc39@lbhc.edu
 Director, Human Resources (406) 638-3148



LITTLE BIG HORN COLLEGE Position Description



Job Title: Director of Office of Sponsored Programs
Department: Administration
Supervisor: Chief Financial Officer

Summary of Position

The Office of Sponsored Programs (OSP) Director shall serve as the initial point of contact for employees seeking federal or state funding through grant-making. The OSP Director will establish and oversee a pre-award and post-award system that acts as a clearinghouse for effective grants management. The OSP Director will also develop an efficient system designed to assist or guide program project directors in overall administrative and budget management compliance. The OSP Director ensures accurate financial reporting to various funding agencies.

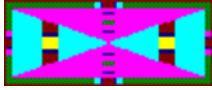
Principles duties and Responsibilities:

- This position assists in the preparation, review, and analysis of revenue, program operating costs, fund conditions, budget accounts, and financial progress reports.
- Assists in the development and implementation of LBHC policies and procedures.
- Meets with all program coordinators regularly concerning financial progress reports.
- Provides expenditure reports to program coordinators or other authorized staff as needed or required.
- Provides expenditure reports to program coordinators or other authorized staff as needed or required.
- Provides data, reports, and other information to assist in the preparation of the annual budget. Generates reports from the accounting software system as requested/needed.
- Oversees compliance, reporting deadlines, timeliness, and accuracy for all aspects of grant management for all state and federal funding.
- Enters program budgets into accounting software for grant funded programs.
- Responsible for maintaining and updating all grant folders in Grants Office.
- Provides orientation related to grant management to new employees.
- Daily contact with the public, employees, program related visitors, and students.
- Responds to requests for information.
- Serves on ad-hoc committees and needed or required.
- Maintain confidentiality
- Occasional travel will be required.
- Perform other duties as required.

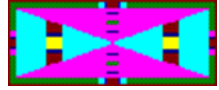
Job Qualifications

Education: Bachelor's degree (required) or a Master's Degree (preferred) in Business/Administration, Business, Education, Management, Accounting, Administration, Finance, Public Administration, Writing, or Communication.

Experience: Demonstrated specialized experience in administrative duties and accounting knowledge that equips the candidate with the knowledge, skills, and abilities this position requires.



LITTLE BIG HORN COLLEGE
Position Description

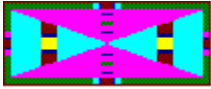


Knowledge – This position requires knowledge or understanding of grants management, including generally accepted principles of accounting, and state and federal regulations such as OMB circulars and applicable legislation. Must know how to prepare financial statements and reports.

Skills – Skills in advanced spreadsheet data management is essential. Excellent organization, time management, and verbal and written communication skills are essential due to the level of interaction required to this position.

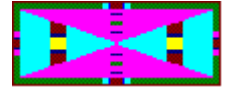
Abilities – Must have the ability to effectively explain or clarify policies and regulations. This position requires the ability to plan, coordinate, and direct financial operations, assist in developing accounting systems and procedures as needed, interpret and apply appropriate laws and regulations.

Salary—Compensation shall commensurate with **Staff** Salary Schedule DOE.



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NATIVE AMERICAN/INDIAN PREFERENCE

This position allows additional points to be given to the following preference categories:

Documentation must be provided for each priority:

First Priority

Crow Tribal member

Proof of enrollment

Second Priority

Federally recognized tribal member legally married to a Crow Tribal member

Proof of applicant and spouse's enrollment

Third Priority

Any other outside federally recognized tribal member

Proof of enrollment

Applicants claiming preference must provide a copy of their CIB (Certificate of Indian Blood), BIA Form 4432, or current Tribal ID.

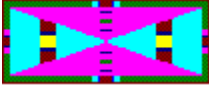
Please check one:

Crow Tribal Member

Federally recognized tribal member legally married to a Crow Tribal Member

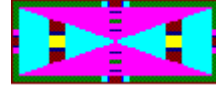
Any other outside Federally Recognized Tribal Member

No preference claimed



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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

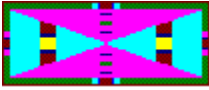
Date

Other Names Used

Social Security Number

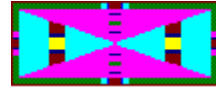
Current Mailing Address

Home Telephone Number



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Drug Free Workplace Policy

Little Big Horn College in compliance with and in support of the Drug-Free Workplace Act of 1988 hereby notifies all employees that the unlawful manufacture, distribution, dispensing, possession or use of controlled substances is prohibited at Little Big Horn College.

Violation of this prohibition by an employee shall result in the college taking appropriate personnel action against the employee, up to and including termination of employment, or requiring the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.

The goal of LBHC is to create an environment that is free of alcohol and the illegal use of drugs. The college recognizes the use of alcohol and drugs as a major barrier to academic success and has adopted an inclusive *Alcohol and Drug-Free Policy*, which mandates that all students and all employees must sign certificates. The College supports those who choose a lifestyle free of chemicals and supports those in recovery and prohibits the use and/or possession of alcohol and other drugs on campus. Standards of conduct, as outlined below, apply to all students, employees, and visitors at LBHC.

- No student, employee or visitor shall use, manufacture, sell, give away, barter, exchange, or distribute a controlled substance or drug paraphernalia.
- No student, employee, or visitor shall possess a controlled substance or any alcoholic beverage while on campus or while involved in college activities, service projects, programs or work situations off campus (except as prescribed by a physician).
- No employee shall report to work and no student or visitor shall report to campus while under the influence of alcohol or a controlled substance (except as prescribed by a physician), which affects alertness, coordination, reaction, response, judgment, decision-making or safety.

Any employee who violates this policy will be referred to the appropriate supervisor or dean to review the violation. The police shall be called in those cases involving visitors to the college.

I, _____, understand the stated policy and procedure and agree to abide by it as a condition of employment 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.

Signature

Date