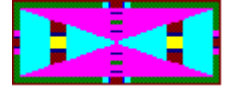


Little Big Horn College
 8645 South Weaver Drive
 PO Box 370
 Crow Agency, MT 59022
 PH (406) 638-3100
 Fax (406) 638-3169



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

Applicants Name: _____ Closing Date: OPEN UNTIL FILLED

Available Position: Extension Office Administrative 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 applied for listed at the top of the page

_____ Indian Preference Form (If applicable please include CIB, Current Tribal ID or SF-4432 as verification)

_____ Consent to Release of Information Form

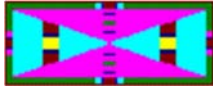
_____ Drug Free Workplace Form

This position shall be open until filled unless a closing date is stated on the LBHC website. 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 oroscol@lbhc.edu or mailed with "ATTN: Human Resources Office" (see mailing address at top of page).

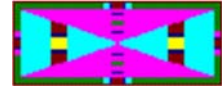
To be completed by LBHC Human Resources

_____ 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: Administrative Assistant/Garden Assistant
Department: LBHC Extension Service Project
Supervisor: LBHC Extension Office Director

Summary of Position:

Under the LBHC Extension Service Project, the Administrative Assistant and Garden Assistant positions have been combined to enhance the project's mission to support activities that make durable economic improvements in the lives of the Crow people by increasing their ability to earn income and develop Ag/Gardening related businesses. This position will assist with all gardening activities, assist with all youth leadership development and camp out activities, as well as agriculture business strategy. During off season the position will primarily focus on Administrative Assistant position to perform secretarial and administrative duties for the Extension Service Project.

Principles duties and Responsibilities:

- Assisting with various special community projects under the Extension Service Project
- Interaction with Crow community youth and adults, LBHC Faculty and staff, as well as outside agencies
- Engaging in the promotion and administrative assistance to special events sponsored by the LBHC Extension Service
- Monitors daily sign in/out sheets for student employees/interns, volunteers, visitors
- Manages all office functions including: handling incoming telephone inquiries, direct calls or takes messages accordingly
- Attends meetings, conferences or workshops when needed or requested
- Performs desktop publishing duties including creating brochures, flyers, business cards, posters for special projects, newsletters
- Serves as travel coordinator for supervisors
- Secures appropriate signatures for various requests and documentation, and maintains various records
- Coordinates meetings, seminars and other outreach activities
- Types memos, correspondence and retrieves mail for the Extension Service Staff
- Travels to Billings for supplies as needed
- Performs other duties as required

Job Qualifications:

Education: High school diploma, GED or HiSET required. AA/AS in business or agriculture preferred.

Experience: Experience with Youth Development, Gardening and Agriculture required. 2+ years' experience preferred.

Special Requirements: Must possess a valid driver's license

Other: Knowledge of Crow culture and language is preferred.



LITTLE BIG HORN COLLEGE Position Description



Knowledge – Knowledge of desktop publishing, correct usage of grammar and spelling, and basic bookkeeping. Applicant must have basic computer skills (Word, Excel, Internet Access, etc.) and office machines experience, which would include faxes, copiers, and computers.

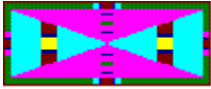
Skills – Public speaking and dealing tactfully with the public are vital to the success of the program. Written skills are also essential. Must be able to exhibit patience when dealing with the public. Excellent written and verbal communication. Attention to detail. Maintain thoroughness and accuracy when accomplishing a tasks.

Abilities –Must appear and dress professionally, as well as maintain effective working relationships with the public, co-workers, LBHC students, and community youth and elders. This position requires the ability to work with diverse populations, disseminate and discuss information, be multi-task oriented, prioritize work assignments, meet deadlines, participate in college related activities, perform at a high level of accuracy, maintain confidentiality, follow written and verbal instructions.

Little Big Horn College

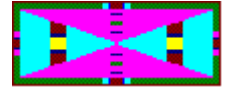
Knowledge, Skills, and Abilities

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 promotional project events and data entry experience.
2. Research involves collecting data in an accurate, organized, efficient, and timely manner. 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 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. 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.
6. 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.
7. Do you have any other skills, abilities or experience you think would be relevant to this position, which you haven’t already described or included in your resume?
8. 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.



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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.

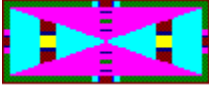
Please check one:

Crow Tribal Member

Federally recognized tribal member legally married to a Crow Tribal Member

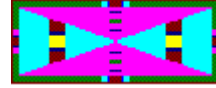
Any other outside Federally Recognized Tribal Member

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

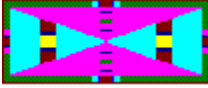
Date

Other Names Used

Social Security Number

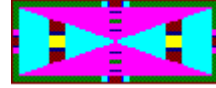
Current Mailing Address

Home Telephone Number



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Drug Free Workplace Policy

Little Big Horn College 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