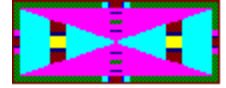


Little Big Horn College  
 8645 South Weaver Drive  
 PO Box 370  
 Crow Agency, MT 59022  
 PH (406) 638-3100  
 Fax (406) 638-3169



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

Applicant Name: \_\_\_\_\_ Closing Date: Friday, September 13, 2024 @ 12:00pm

Available Position: Financial Aid Assistant

Checklist of required documents:

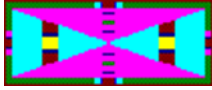
- \_\_\_\_\_ Signed Letter of Interest for the position
- \_\_\_\_\_ Current CV/Resume
- \_\_\_\_\_ Official Transcript of highest degree earned
- \_\_\_\_\_ Provide names and numbers to 3 references
- \_\_\_\_\_ Indian Preference Form (If applicable please include CIB, Current Tribal ID or SF-4432 as 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](mailto:brownc39@lbhc.edu) , or mailed with “ATTN: Human Resources Office” (see mailing address at top of page).

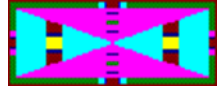
**To be completed by LBHC Human Resources**

\_\_\_\_\_ Date Received      \_\_\_\_\_ Incomplete      \_\_\_\_\_ Complete

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



## LITTLE BIG HORN COLLEGE Position Description



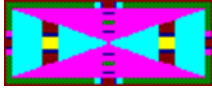
**Job Title:** Financial Aid Office Assistant  
**Department:** Student Services  
**Supervisor:** Financial Aid Director

### Summary of Position

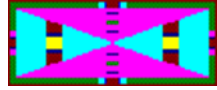
This position will assist the Financial Aid Director with various administrative functions dealing with federal/state financial aid, scholarships, student files, federal/state compliance policy (mandated), office management and organization. The Financial Aid Assistant will counsel and assist students along with parents the financial aid/scholarship application procedures and provide important information with advice to ensure continued funding. This position will counsel and advise students either at risk or who have been placed on discontinued funding. This position works with tribal education offices and scholarship donors. The Financial Aid Office Assistant will be trained to utilize the Jenzabar/Universe software, an elaborate application designed for college and universities for performance of job duties.

### Principles duties and Responsibilities:

- Assists in creating and maintaining all student files.
- Monitors all files consistently to ensure required and updated documentation.
- Notifies and requests required documentation from students for file completion and eligibility determination.
- Assists in distributing information on financial aid, scholarships, and the Federal Work Study programs.
- Assists in reviewing all student files for determination of eligibility of various financial awards.
- Assists with preparing budget allocation for the Federal Work Study and Institutional programs.
- Selects and places students on the Federal Work Study and Institutional programs.
- Assists in the processing of financial aid awards and scholarships for all eligible students.
- Aids in the preparation of reports for the LBHC Business Office and federals and state programs.
- Interprets and explains state and federal regulations to parents and students.
- Maintains and ensures confidentiality of student records and information.
- Serves on college committees as assigned.
- Identifies and refers students to appropriate student services programs who may be able to assist student with counseling, retention, or other identified needs.
- Availability to work longer hours may be required during Pell and Scholarship processing.
- Traveling to high schools for recruitment and assistance on financial aid applications, when necessary.
- Out of town or overnight travel to one or two financial aid workshops per academic year may be required.
- Engages in Little Big Horn College sponsored events and activities.
- Performs other duties as assigned.



## LITTLE BIG HORN COLLEGE Position Description



### **Job Qualifications**

**Education:** Minimum of an A.A. degree in business administration, accounting, or related field required.

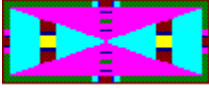
**Experience:** Two years of work experience in an office environment that has equipped the applicant with the knowledge, skills, and abilities this position requires.

**Knowledge** – Must be knowledgeable of or willing and able to learn state and federal regulations, policies, and compliance standards as it applies to program management. Knowledge and understanding of Crow and Native American culture, including the academic and educational barriers encountered by these student populations are essential. Must have knowledge and/or experience in federal/state budget preparation and allocation of funding appropriated for student financial need.

**Skills** – Must have organizational and general office skills, including taxing, telephone etiquette, filing, and records maintenance. Must have competent computer skills for data entry tasks, generation of reports, and business correspondence. Must have excellent communication skills, both verbal and written, to effectively assist, guide, and counsel students on the financial aid process and program requirements. Must have good interpersonal skills to effectively deal with students, parents, faculty, staff, and other outside agencies and organizations.

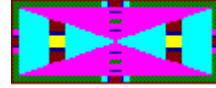
**Abilities** – Must have the ability to handle multi-task and work under stress when meeting deadlines. Must be able to follow written and verbal directions. Must be able to deal with irate students and parents. Must have keen ability for attention to detail, particularly with numerical data entry.

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



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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.

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Signature

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Date

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Other Names Used

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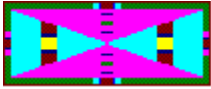
Social Security Number

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Current Mailing Address

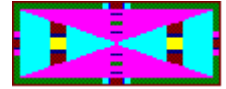
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Home Telephone Number



# Little Big Horn College

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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.

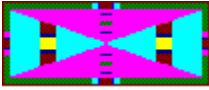
Please check one:

Crow Tribal Member

Federally recognized tribal member legally married to a Crow Tribal Member

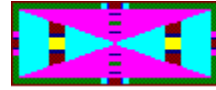
Any other outside Federally Recognized Tribal Member

No preference claimed



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### 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.

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Signature

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Date