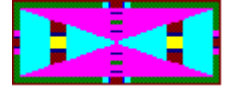


Little Big Horn College  
 8645 South Weaver Drive  
 PO Box 370  
 Crow Agency, MT 59022  
 PH (406) 638-3100  
 Fax (406) 638-3169



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: Grant Project Coordinator: Crow Cultural Center & Museum Project

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

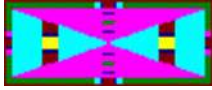
\_\_\_\_\_ Drug Free Workplace Form

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](mailto:oroscol@lbhc.edu) or mailed with "ATTN: Human Resources Office" (see mailing address at top of page).

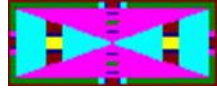
**To be completed by LBHC Human Resources**

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

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



**LITTLE BIG HORN COLLEGE**  
**Position Description**



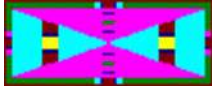
**Job Title:** Grant Project Coordinator: Crow Cultural Center & Museum Project  
**Department:** Library, EDA Grant Project  
**Supervisor:** Library Director/Project Director  
**Supervision:** Interns  
**Excised:** Volunteers

### **Summary of Position**

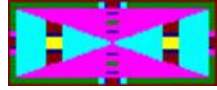
Little Big Horn College received funding from the Economic Development Administration (EDA) – Economic Adjustment Assistance Program. The funding allows the College to proceed with the final planning for the Crow Cultural Center & Museum complex. The Grant Project Coordinator is responsible for day-to-day administration of the grant activities, including, but not limited to, coordinating with other college staff and the project team, advisory groups, the architectural firm and its subcontractors, project consultants, etc. to aid the college as it endeavors to produce schematic design, design development, and construction documents for the complex.

### **Nature and Scope of Work**

- Arrange and conduct planning meetings for project deliverables and establish milestones with Project stakeholders.
- Monitor project plans, schedules, and expenditures with regular reports to the Project Director.
- Review and comment on prime contractor competitive procurement documents and processes, including recommended subcontractors.
- Prepare milestone reports and conduct progress evaluation meetings.
- Prepare and communicate necessary presentation materials for meetings.
- Chair and facilitate meetings, including set-up, agenda, and preparation and distribution of minutes to all participants and interested parties at the request of the Project Director
- Assess project objective risks and resources regularly with reports to the Project Director.
- Prepare purchase orders and order supplies and equipment, travel paperwork, and arrangements for project participants.
- Arrange community meetings, including the provision of food.
- Provide Administrative support as needed and maintain Project documentation files.
- Prepare drafts of project performance reports to funding agency/EDA and coordinates with College Finance Office on timely submission of financial reports.
- Assist the Project Director in preparing presentations during project meetings with College officials, including the Board of Trustees.
- Make presentations to the Board of Trustees, Project Team, Project Advisory Committee, and other groups as needed and requested.
- Direct the work of project volunteers as needed and requested by Project Director.
- Perform other duties as assigned.



## LITTLE BIG HORN COLLEGE Position Description



### **Interpersonal Contacts**

The project requires independent work with the ability to communicate verbally and in writing information, resource needs, and risk factors to the Project Director, the Project Team, and the Project Advisory Committee. The project also requires the incumbent to support and collaborate with contracted businesses working on project objectives (e.g., Architectural firm, Exhibit Design firm, and relevant organizations).

### **Job Qualifications**

**Education:** Bachelor of Arts degree or equivalent experience in project management required.

**Experience:** A demonstrated history of attention to detail and accuracy of work is required. Experience coordinating volunteers preferred. Experience with Architectural firms, Museums, and Former grant or project management experience preferred; previous administrative management of committee work and project recordkeeping preferred.

**Other:** Knowledge and experience with Crow Cultural practices preferred. Ability to understand and speak the Crow language preferred.

#### **Knowledge**

- Knowledge of program budget management and coordination is preferred.
- Must have basic computer knowledge (Word, Excel, Internet Access, and other relevant programs) and office machines experience, which would include faxes, copiers, and computers

#### **Skills**

- Candidate must have demonstrated written and verbal communication skills.
- Skills in problem-solving, accuracy, and common sense.
- Candidate must have a history of accuracy of work, attention to detail, flexibility, and ability to adjust to change.
- Demonstrate a high level of self-motivation, energy, and flexibility to manage multiple priorities.
- Must be a self-starter and be able to work with minimum supervision.

#### **Abilities**

- Be able to communicate verbally and in writing information, resource needs, and risk factors to the Project Director, the Project Team, and the Project Advisory Committee.
- Be able to manage and prioritize projects and deadlines.
- Be able to work effectively in intercultural environments and with cultural sensitivity issues.
- Be able to conduct dynamic and proficient training sessions, including one-on-one.
- Be able to direct the work of volunteers positively and respectfully in support of Project objectives.
- Be able to interact daily proactively and effectively with other College staff and Crow Tribal community members positively and respectfully.
- Be able to lift up to 25 lbs.
- Be able to sit or stand for extended periods.
- Be able to perform tasks essential to the job, with or without reasonable accommodation.

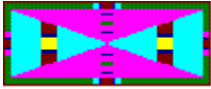
**Salary**—Compensation shall be commensurate with Little Big Horn College **Staff Salary Schedule** DOEE and within the limitations of the grant funding.

# Little Big Horn College

## Knowledge, Skills, and Abilities

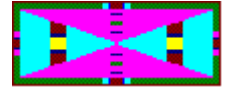
Use your past experience to complete the KSAs.  
Attach on a separate sheet. Include the position title and your name in the heading.

1. Describe your experience with program budget management and coordination.
2. This position requires the ability to communicate effectively when providing information, resource needs, and risk factors to the Project Director, the Project Team, and the Project Advisory Committee. Describe a situation where you demonstrated exceptional and effective communication skills.
3. This position monitors project plans, schedules, and expenditures with regular reports to the Project Director. Describe your ability and experience with managing and prioritizing projects and deadlines as well as analyzing and reporting project expenditures.
4. This position will be responsible for directing the work of diverse project volunteers as needed and requested by Project Director. Describe your experience and abilities coordinating diverse volunteers and facilitating effective teamwork.
5. A demonstrated history of attention to detail and accuracy of work is required for this position. Describe how you consistently provided quality work showing these characteristics.
6. This position will assist the Project Director in preparing presentations during project meetings and prepare milestone reports and conduct progress evaluation. Describe your knowledge and experience with computers and technology (Word, Excel, PowerPoint or other similar presentation software, Zoom, Internet Access tools, and other relevant programs).
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. This position requires the incumbent to work independently while addressing multiple priorities. Describe your experience and success in this work environment.
9. 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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## 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.

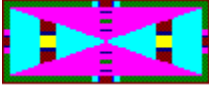
Please check one:

Crow Tribal Member

Federally recognized tribal member legally married to a Crow Tribal Member

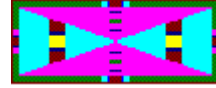
Any other outside Federally Recognized Tribal Member

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.

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Signature

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Date

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Other Names Used

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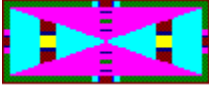
Social Security Number

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Current Mailing Address

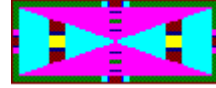
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Home Telephone Number



## Little Big Horn College

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### 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