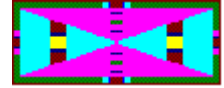


Little Big Horn College  
 8645 South Weaver Drive  
 PO Box 370  
 Crow Agency, MT 59022  
 PH (406) 638-3100  
 Fax (406) 638-3169



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

Applicants Name: \_\_\_\_\_ Date: \_\_\_\_\_

Available Position: \_\_\_\_\_ HVAC Adjunct Instructor \_\_\_\_\_

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

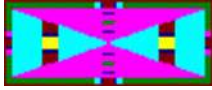
\_\_\_\_\_ Drug Free Workplace Form

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).

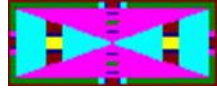
**To be completed by LBHC Human Resources**

_____ Complete	_____ Incomplete	_____ Date Received

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:** HVAC Instructor  
**Department:** Workforce Development  
**Supervisor:** WIOA Workforce Navigator

### **Summary of Position**

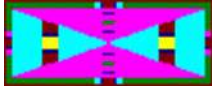
This educational program is designed to help students gain knowledge necessary for the vocational application of this subject. The construction/HVAC combines classroom teaching, hands-on experience and advance training to prepare for a career. Working conditions will involve classroom and laboratory setting and outdoors in all types of weather. Having a well-rounded program to prepare individuals understand the state code, safety regulations, practical assembly and repair techniques. Provide leadership for the apprenticeship education for both traditional and non-traditional students. Working with industry groups to improve and maintain the program quality is expected.

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

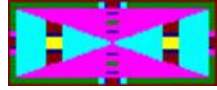
This position will assist with the vocational program to develop into the Workforce Innovation & Opportunity Act (WIOA) under the existing infrastructure available. The HVAC Instructor will develop and coordinate curriculum in consultation with, MSU-Northern, and industry partners, such as Cloud Peak and Westmoreland Resources, as well as relevant third party training providers such as the National Center for Construction Education and Research and various trades unions. Responsible for the course objectives, course syllabi, course schedule, identify texts and training aid materials for use in classroom. Develop daily/weekly lesson plans outlaying the specific objectives, methods and techniques to be use in the lessons.

### **Principles duties and Responsibilities:**

- Prepare and deliver instructional activities that facilitate active learning experiences.
- Establish and communicate clear objectives for all learning activities.
- Prepare classroom and range for class activities.
- Instruct and monitor students in the use of learning materials and equipment.
- Use relevant technology to support instruction.
- Observe and evaluate student's performance and development.
- Provide appropriate feedback on work.
- Encourage and monitor the progress of individual students.
- Maintain accurate and complete records of students' progress and development.
- Update all necessary records accurately and completely as required by laws, policies and school regulations.
- Prepare required reports on students and activities.
- Maintain daily attendance sheet.
- Engages in Faculty Development
- Communicate necessary information regularly to students and colleagues regarding student progress and student needs as required.



## LITTLE BIG HORN COLLEGE Position Description



- Keep up to date with developments in subject area.
- Availability to work a flexible schedule
- Performs other duties as assigned by supervisor or management.

### **Job Qualifications**

#### ***Education:***

*Required*—Certification in HVAC. Associate's Degree in related field.

*Desired*— BS in a related field and/or Journeyman's card in HVAC and EPA License

#### ***Experience:***

*Required*—5+ years' experience in construction/HVAC field. Experience in working with individuals of diverse backgrounds.

*Preferred*— Previous teaching or training experience.

***Other:*** Valid driver's license.

***Knowledge*** – A comprehensive knowledge of heating, ventilation, and air conditioning discipline, providing a foundation for effective teaching and learning. Will recommend curriculum plans for each academic term to the Department Head and Academic Dean. Will have knowledge to develop and modify curricula and integrate Little Big Horn College's educational philosophy with special attention given to culturally relevant examples. Applicant must have basic computer skills (Word, Excel, Internet Access, PowerPoint, publisher, etc.) and office machines experience, which would include faxes, copiers, computers, and printers.

***Skills*** – Utilize a variety of teaching techniques and assessment methods that incorporate current educational theory. Must have excellent communication and organizational skills. The incumbent must have a working knowledge of computer applications, be a self-starter and be able to develop effective working relationships.

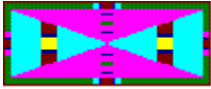
***Abilities*** – Ability to maintain professionalism and classroom management with a diverse student population. Must have ability to work independently with minimal supervision. Must have the ability to lift 100 pounds, carry 50 pounds, stoop, kneel, crawl, and continuously walk and stand.

***Salary***—Compensation shall commensurate with **Adjunct** Salary Schedule DOEE and will be set by ANA grant limits and terms.

## Little Big Horn College

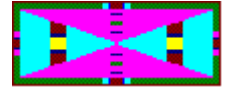
### Knowledge, Skills, and Abilities

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. How do you stay informed regarding the latest developments in the HVAC field?
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, 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.
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 your experience with HVAC technology. Include any experiences with and advancement in technology and how you adapted to those changes.
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.

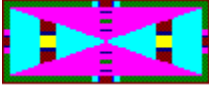
Please check one:

Crow Tribal Member

Federally recognized tribal member legally married to a Crow Tribal Member

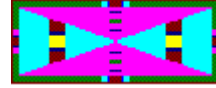
Any other outside Federally Recognized Tribal Member

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.

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Signature

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Date

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Other Names Used

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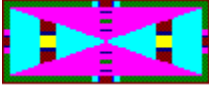
Social Security Number

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Current Mailing Address

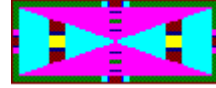
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Home Telephone Number



## 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