



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

CHECKLIST

All applicants will need to provide the following information to complete their application. Applications are due by September 6, 2019 @ 5:00 PM. Late applicants will not be considered.

Position Applied for: **Health & Wellness Administrative Assistant**

Applicant's Name: _____

- _____ Letter of application/signed (cover letter – If not signed, it will be deemed incomplete)
- _____ Current Resume
- _____ Transcript Required (Unofficial acceptable but need Official Transcript if selected)
- _____ Three letters of Reference (e-mail is acceptable/within deadline and signed)
- _____ KSA'S (Knowledge / Skills / Abilities) – Please answer questions and submit with application).
- _____ Indian Preference Form (If claimed, please submit CIB – Certificate of Indian Blood).
- _____ Consent to Release of Information
- _____ Drug Free workplace Form

Note: If applicant is in the top tier, an interview will be scheduled, applicant will be rated based upon application requirements and interview. If selected for position – a background check will be conducted, two forms of ID and a personnel file will be created along with other required documentation. A contract will be offered and filled out prior to start of work.

Below to be completed by LBHC Human Resources Office

_____ Complete _____ Incomplete _____ Date Submitted
 All applications MUST be submitted ONLY to either: Melodee Reed (front desk admin.) or Robin Vallie (Human Resources Director). If submitted through other personnel it must be reached either by Melodee Reed or Robin Vallie on the due date/time.

Mr. Robin Vallie
 Human Resources Director (406) 638-3148
 vallier@lbhc.edu

Health and Wellness Center

Position Title: HWC/Athletic Assistant

General Information: The HWC/Athletic Assistant is responsible for providing customer service to all HWC participants and members. Facility Supervisors are responsible for monitoring the access of Campus Recreation facilities and activity spaces. The Supervisor is also responsible for membership and program sales along with cash handling.

Qualifications: Excellent customer service skills are required for this patron-orientated position. Well-developed communication, interpersonal and computer skills are also important.

Overall Expectations:

- Dress professionally; follow departmental dress code
- Enforce facility policies correctly and consistently
- Abide by all employee policies and procedures
- Follow emergency care procedures in the event of an injury or emergency situation
- Attend mandatory monthly meetings, orientations, trainings, and staff development workshops

HWC/Athletic Assistant Responsibilities:

- Assist HWC Manager/Athletic Director with general facility operations and train new facility monitors when necessary
- Provide excellent customer service by greeting patrons and guests with a friendly and helpful attitude
- Manage daily projects and run errands
- Access email to obtain all necessary information and documents for your position.
- Register and sell memberships, and daily passes through cash handling processes
- Be knowledgeable of HWC programs and services in order to assist patrons
- Effectively communicate with HWC Manager/Athletic Director regarding patron and facility issues, in a timely manner
- Perform other duties as specified by the HWC Manager/Athletic Director

Specific Responsibilities:

- Answering telephones
- Photocopying
- Mail delivery
- Monitoring the desk area
- Cash handling
- Enforce building policies

Knowledge Skills and Abilities
(Health & Wellness Administrative Assistant)

Note: Each question is worth 10 Points for a total possibility of 70 Points.
Please write clearly and answer question completely. No one word answers.

Candidates Name: _____

1. Describe your background in the working in the physical fitness field?

2. How would you promote and recruit new members into the Health & Wellness Center (LBHC – Health Center/Gym/Fitness Center)?

3. What is your experience or education relating to emergency care procedures in the event of an injury or emergency situation?

4. How would you plan and implement a multi-task fitness center (I.E. daily exercise program, facility cleanup and basic equipment maintenance)?

5. What is your experience with handling cash payments for membership or daily fees including accounting for cash collected and bank deposits?

6. What experience do you have with supervision of employees?

7. What is your experience, education and knowledge of the Crow culture and Little Big Horn College?



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INDIAN PREFERENCE

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

First Priority: Crow Tribal member.

Second Priority: Federally recognized tribal member legally married to a Crow Tribal member.

Third Priority: Any other outside federally recognized tribal member.

If you are claiming preference for any of the categories above, documentation must be provided for each priority:

First Priority: Must provide proof of enrollment.

Second Priority: Must provide proof of you and your spouse's enrollment.

Third Priority: Must provide proof of enrollment.

Please check one:

_____ Crow Tribal Member.

_____ Federally recognized tribal member legally married to a Crow Tribal Member.

_____ Any Other Outside Federally Recognized Tribal Member



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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.

Employee Name

Date



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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