

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

Applications are available at the Little Big horn College Website: [www.lbhc.edu](http://www.lbhc.edu) or may be picked up at Melodee Reed's, Reception Desk located at LBHC Front Office (Administration/Library Building). Upon request we can also e-mail an application by contacting Shaleen OldCoyote-Killsnight [oldcoyotes@lbhc.edu](mailto:oldcoyotes@lbhc.edu) 406-638-3110. Position closes on: October 6<sup>th</sup>, 2020

All applicants will need to provide the following information to complete their application. Applications will only be accepted by Melodee Reed, Receptionist or Shaleen OldCoyote-Killsnight, Dean of Administration.

Applicant's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Position Applied for: "Human Resource Director"

Checklist of required documents.

\_\_\_\_\_ Letter of application/signed (cover letter)

\_\_\_\_\_ Current resume

\_\_\_\_\_ Transcript of highest degree earned: (If hired you have 30-days to turn in Official Transcript)

\_\_\_\_\_ Three letters of Reference (Professional) Must be signed or will not be counted – signed and e-mailed will be accepted.

\_\_\_\_\_ Complete the required KSA's (Knowledge, Skills and Abilities). Please include your name and the position you applied for.

\_\_\_\_\_ Indian Preference Form (If claimed please include CIB or SF-4432 as verification)

\_\_\_\_\_ Consent to Release of Information Form

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

Below – To be completed by LBHC Dean of Administration

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

Shaleen OldCoyote-Killsnight  
Dean of Administration, (406)638-3110

Accredited by Northwest Commission on Colleges and Universities

## **LITTLE BIG HORN COLLEGE POSITION DESCRIPTION**

**Job Title:** Human Resource Director  
**Department:** Administration  
**Supervisor:** Dean of Administration

**Summary of Position:** The Human Resources Director maintains a centralized office for personnel management at Little Big Horn College, and seeks to develop and maintain effective working relationships with faculty, staff, student's and outside organizations. This position maintains sensitive and confidential information and is subject to strict adherence to rules of ethics and confidentiality. Processing extensive paperwork and maintaining effective record systems are essential duties of this position.

### **Principles Duties and Responsibilities:**

- Administers employee benefits including 401K, Life Insurance and Healthcare (optional)
- Develops all job descriptions and job application materials
- Responsible for initiating and forwarding all Personnel Action Forms
- Writes temporary employee and student contracts as needed
- Writes and/or maintains memorandums of understanding with outside agencies for job placements with LBHC
- Serves as point of contact for outside agencies for community service placements at LBHC, completes and closes out all paperwork for each placement
- Conduct new employee and student orientations
- Performs employee background checks
- Responsible for maintaining a timely and coordinated Employee Performance Appraisal system
- Completes all annual 401k reports for IRS reporting
- Completes Department of Labor reports
- Serves on the Title IX Committee
- Must have knowledge of employment rights and policies
- Assist faculty and staff with various types of information as needed or requested
- Serves as point of contact for various outside agencies and organizations related to requests for employee information
- Drafts/writes various business letter correspondence or submits information to outside agencies and organizations
- Develop new standard operating forms, surveys, etc., as needed or requested
- Stays current on new and developing HR practices, laws, and regulations
- Serves on standing and ad-hoc committees as needed or required
- Provides training as needed or requested
- Creates and maintains all personnel files
- Perform other duties as required

### **Job Qualifications:**

**Knowledge** – Must be knowledgeable of basic office management and equipment, including standard letter writing, using correct grammar and punctuation. Applicant must have basic computer skills

(Word, Excel, Internet Access, Power-point, Publisher, etc) and office machines experience, which would include faxes, copiers, computers and printers.

***Skills*** – This position requires excellent oral and written, communication skills, planning, coordinating and have word processing experience, as well as having outstanding organizational and interpersonal skills. The incumbent must have a working knowledge of computer applications (word, excel, etc), be a self-starter and be able to develop effective working relationships.

***Abilities*** – This position requires the ability to work with diverse populations, disseminate and discuss information, be multi-task oriented, prioritize work assignments, participate in college related activities, perform at a high level of accuracy, maintain confidentiality, follow written and verbal instructions.

**Education:**

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to: 1) Bachelor's degree is required with two or more years of experience in general office procedures and clerical work; (2) Master's preferred.

**Salary & Selection** – will be based on years of experience, education, and qualifications.



## 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. 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.
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?



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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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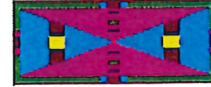
Social Security Number

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Current Mailing Address

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Home Telephone Number



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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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### **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.

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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.

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Please check one:

\_\_\_\_\_ Crow Tribal Member.

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

\_\_\_\_\_ Any Other Outside Federally Recognized Tribal Member