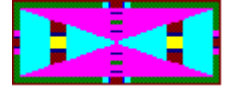


Little Big Horn College  
 8645 South Weaver Drive  
 PO Box 370  
 Crow Agency, MT 59022  
 PH (406) 638-3100  
 Fax (406) 638-3169



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

Applicant Name: \_\_\_\_\_ Closing Date: **Open Until Filled**

Available Position: **Human Resource Director**

Checklist of required documents:

\_\_\_\_\_ Signed Letter of Interest for the position

\_\_\_\_\_ Current CV/Resume

\_\_\_\_\_ Official Transcript of highest degree earned

\_\_\_\_\_ 3 professional references – name and numbers

\_\_\_\_\_ Indian Preference Form (If applicable please include CIB, Current Tribal ID or SF-4432 as verification)

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

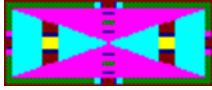
\_\_\_\_\_ Drug Free Workplace Form

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).

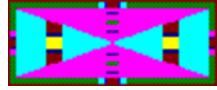
**To be completed by LBHC Human Resources**

\_\_\_\_\_ 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**



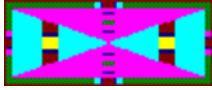
**Job Title:** Human Resources Director  
**Department:** Administration  
**Supervisor:** Dean of Administration  
**Supervision Excised:** Interns

**Nature and Scope of Work**

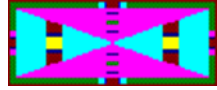
The Human Resources Director maintains a centralized office for personnel management at Little Big Horn College, and seeks to develop and maintain effective working relationships with faculty, staff, and students, and outside organizations. This position maintains sensitive and confidential information, 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 Health Care
- 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 placement with LBHC
- Serves as the point of contact for outside agencies for community service placements at LBHC, and completes and closes out all paperwork for each placement
- Conducts new employee and student orientations
- Performs employee background checks
- Responsible for maintaining a timely and coordinated Employee Performance Appraisal system
- Completes an annual 401k reports for IRS reporting
- Completes Department of Labor reports
- Assists 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
- Performs other duties as required



LITTLE BIG HORN COLLEGE  
Position Description



## Job Qualifications

**Education:** Minimum of a bachelor's degree in related field *required*. MBA *preferred*.

**Experience:** Two (2) years of experience in a management role *required*. One (1) or more years of experience in benefits managements, employee recruitment and hiring, and regulatory reporting *preferred*.

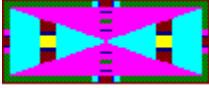
**Other:** SHRM or HRCI Certification *preferred*.

**Knowledge:** Knowledge of 401k administration and employee benefits is preferred. Must develop a strong working knowledge of college policies and procedures. In order to effectively draft contracts and submit reports as required, candidate must be knowledgeable or develop a working knowledge of federal regulations pertaining to labor laws, IRS requirements, and federal program requirements as it pertains to personnel management. Must be knowledgeable of correct grammar and work usage. Must develop a strong working knowledge of federal regulations governing disclosure of information on employee and student information. Must have or develop a working knowledge of tribal, state, and federal relationships as it pertains to employment or labor law.

**Skills:** Must have strong written and verbal skills and be able to deal professionally with the public. Must have strong decision making skills. Must have business and technical writing skills. Must have good organizational skills for efficient records management. Must have excellent work processing skills.

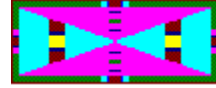
**Abilities** Must have the ability to be multi-tasked and prioritize assignments. Must be a self-starter, take initiative, and have the ability to be resourceful and independently seek information as needed or required.

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



## Little Big Horn College

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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.

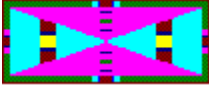
I, \_\_\_\_\_, understand the stated policy and procedure and agree to abide by it as a condition of employment and will notify Little Big Horn College of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction.

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Signature

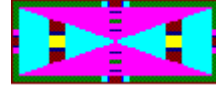
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Date



## Little Big Horn College

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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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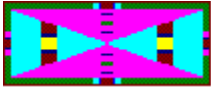
Social Security Number

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Current Mailing Address

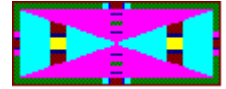
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Home Telephone Number



# 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:**

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<b>First Priority</b>	Crow Tribal member	Proof of enrollment
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<b>Second Priority</b>	Federally recognized tribal member legally married to a Crow Tribal member	Proof of applicant and spouse's enrollment
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<b>Third Priority</b>	Any other outside federally recognized tribal member	Proof of enrollment
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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