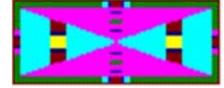


Little Big Horn College
 8645 South Weaver Drive
 PO Box 370
 Crow Agency, MT 59022
 PH (406) 638-3100
 Fax (406) 638-3169



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: _____ Information Systems Assistant _____

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

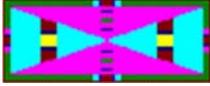
_____ Drug Free Workplace Form

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 or mailed with "ATTN: Human Resources Office" (see mailing address at top of page).

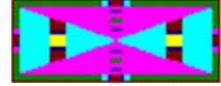
To be completed by LBHC Human Resources

_____ Complete _____ Incomplete _____ Date Received

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



LITTLE BIG HORN COLLEGE Position Description



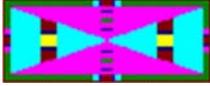
Job Title: Information Systems Assistant
Department: Information Systems Technology
Supervisor: Chief Information Officer

Summary of Position:

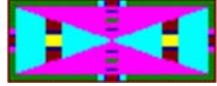
Assists the Chief Information Officer in providing an educational environment by maintaining and implementing technology services for the college, including its students, staff, administrators and visitors. Responsible for the installation and maintenance of LBHC technology equipment, software, networks and websites.

Principles duties and Responsibilities:

- Work on writing tasks and other clerical duties that support the college's IT needs.
- Creating user documentation and training materials in areas of new and existing Information Technology.
- Willing to become proficient in all areas of the college's information management system Jenzabar and its cloud services.
- Provide user support for: Telephone, Email, PC-compatible and network hardware,
- Maintain and utilize surveillance monitoring equipment.
- Configuration of computing equipment in a networked environment.
- Movement and installation of computing equipment (lifting of up to 50 lbs. required).
- Working with hardware/software vendors to troubleshoot and repair problems.
- Providing software support for Microsoft Office, Internet Explorer, Windows Operating Systems, Adobe Acrobat, or other software programs utilized by the college.
- Software installation following established guidelines for security and licensing.
- Content development for college's web sites.
- Create and edit content in HTML for college web sites using web authoring software, such as Adobe Dreamweaver and Drupal.
- Photo acquisition and manipulation for web sites. Take photos at college events, as needed.
- Prepare photos for use on the college's web site by cropping, resizing or modifying with Adobe Photoshop.
- Create PDF documents and forms using Adobe Acrobat and other tools.
- Create, edit and upload videos to the web using Adobe Premiere.
- Willing to work with social media such as Facebook.
- Maintain on ongoing and accurate inventory of all LBHC computer technology and networking equipment.
- Responsible for storage and tracking of out dated and/or unused computer equipment.
- Maintain a log of daily activities.
- Work with databases including Microsoft SQL server, MySQL, and database interface software such as Jenzabar, PHP and Microsoft Access/Excel.
- Maintain a positive and helpful attitude when requested for assistance and technical support.
- Must be willing to continue learning and implementing new technologies.
- Assist with Additional responsibilities as assigned by the college management team.



LITTLE BIG HORN COLLEGE Position Description



Job Qualifications:

Education: REQUIRES Associates degree in Information Technology or related field. Selected applicant MUST be willing to pursue a Bachelor's degree to meet full education requirements.

Experience: REQUIRES a minimum of three years' experience in the IT field would equip the individual with the knowledge, skills, and abilities needed for this position. Teaching experience is desirable.

Special Requirements: Applicant must be willing to acquire professional development on an ongoing basis, which may include some travel.

Other: Knowledge of Crow culture and language is preferred.

Knowledge – This position requires a high level of knowledge of computer hardware and software information technology systems, website development and maintenance, network topology and network server and router technologies. Must maintain knowledgeable in current and new technological trends..

Skills – Must have administrative skills for proper and secure record keeping. Must have organizational skills and be able to handle multi-task functions. Must have planning and coordination skills needed for performing job duties. Must be able to effectively communicate verbally and in writing. Must have decision-making skills.

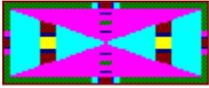
Abilities – Must be able to organize and prioritize work. Individual must be able to work well under pressure and able to follow verbal and written instructions. Must be able to get along with people and establish effective working relationships. Must be able to assess and evaluate information and data. Must be able to lift and carry up to 50 lbs.

Little Big Horn College
Knowledge, Skills, and Abilities

Information Systems Assistant

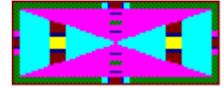
NOTE: On a separate paper, answer the following. Make sure to include your name, date and the title of the position you are applying.

1. This position requires knowledge of computing technologies related to the colleges' ability to perform its mission. From the description of this position, what do you think you will be doing on a day-to-day basis?
2. Communication skills, both verbal and written are very important for this position. Explain your interpersonal skills to effectively communicate with students, staff, faculty, administrators, the College Board of Trustees, the Crow community, the general public and outside agencies.
3. Explain your ability to train users that may have limited computer experience, your ability to work well with people in an education setting and your ability to function within the framework of the college environment.
4. Explain your knowledge and experience working with technologies such as computer networking, routing protocols, web page development, computer/server support, database management and trouble shooting.
5. This position requires excellent organizational skills for record keeping and the ability to prioritize. Describe your experience in records management techniques such as record keeping, report preparation and retention methods.
6. Describe your organizational skills and your method of prioritizing work.
7. Describe your abilities in coordinating special events and projects.
8. Describe your social media technologies that you are familiar with using.
9. Describe a technology project that you worked on. Do you feel it was a success and were you proud of your work upon completion? What challenges did you encounter during the project and how did you overcome them?



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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.

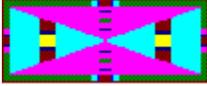
Please check one:

Crow Tribal Member

Federally recognized tribal member legally married to a Crow Tribal Member

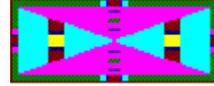
Any other outside Federally Recognized Tribal Member

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.

Signature

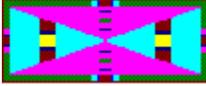
Date

Other Names Used

Social Security Number

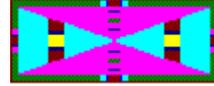
Current Mailing Address

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