

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

Dear Applicant:

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

_____ A letter of application stating the position for which you are applying.

_____ A current resume. A search committee will review your work experience.

_____ Original or copy of original transcript(s) for each educational institution you have listed on your resume. If you are hired for this position, an original/certified transcript(s) will be required within the initial probationary period.

_____ Three letters of recommendation. The search committee reviews these letters.

_____ If you are claiming proof of Crow or Indian Preference, please fill out the Crow/Indian preference form and submit proof of verification.

_____ Complete the KSA's attached to the job description. Your answers are carefully reviewed and rated by a search committee.

_____ Consent to Release of Information form and the Drug free workplace form.

This position shall be open until **Thursday February 14, 2019 @ 5:00 PM**. Incomplete or late applications will not be considered. Faxed or mailed resumes or emailed to vallier@lbhc.edu letters, and transcripts are acceptable provided they are submitted by the due date, however, a hard copy of these documents must be post marked by the deadline date.

You may personally submit your completed application at the LBHC front office or, if you are mailing your application, you may direct it to the Human Resources Office.

Again, thank you for your interest in this position. We look forward to reviewing your application.

Sincerely

Robin Vallie
Human Resources Director (406) 638-3148

Accredited by Northwest Commission on Colleges and Universities

Little Big Horn College Position Description

Position: Administrative Assistant/Garden Assistant

Department: LBHC Extension Service Project

Supervisor: LBHC Extension Agent

Summary Description: The program Administrative Assistant/Garden Assistant Position is combined to enhance LBHC Extension Service project's mission to support activities that make durable economic improvements in the lives of the Crow people by increasing their ability to earn income and develop Ag/Gardening related businesses. This position will assist with all Gardening activity, assist with all Youth Leadership development and Camp out activity as well as Agriculture business activity. During off season the Coordinator will assume the Administrative Assistant position to perform secretarial and administrative duties for the Extension Service Project.

Job Characteristics:

- This position assists with various special community projects under the Extension Service. Entails interaction with the Crow community youth and adults, LBHC faculty, students, and staff, as well as outside agencies.
- This position entails promotion of and administrative assistance to special events sponsored by LBHC Extension Service.
- Manages all office functions, handle incoming telephone inquires, direct calls, or take messages accordingly, Daily monitors employees sign in/sign out sheets, attend meetings, conferences, or workshops if requested, Takes notes at meetings, Performs desktop publishing duties including time sheets for all staff, brochures, flyers, business cards, and posters for all special projects, create newsletter preparation, Serves as travel coordinator for supervisors, secures appropriate signatures for various requests and documentation, maintains various records, coordinates meetings, seminars, and other outreach activities, retrieves mail for all Extension staff, types memos and correspondence for Extension staff, travels to Billings for supplies, performs other duties as required.

Education and Experience

The above knowledge, skills, and abilities are typically acquired through a combination education and experience equivalent to:

A high school diploma, AA degree or higher, preferably in businesses related to agriculture/gardening as well as knowledge in Youth Leadership development. Two or more years of experience in related field. Must possess a valid driver's license.

Desired Qualifications

Knowledge: Crow Culture and Tradition some experience in Gardening. Some knowledge or experience in Agriculture. Knowledge of desktop publishing, correct usage of grammar and spelling, and basic bookkeeping.

Skills: Public speaking and dealing tactfully with public are vital to the success of the program. Written skills are also essential. Must be able to exhibit patience when dealing with the public. Must be able to assist Director with the community garden/agriculture activities as well as the Youth Leadership activities and camp outs. This position requires excellent written and verbal communication, computer programs, accuracy on records, paying attention to details, and coordination of activities, must be able to meet deadlines on newsletters, extension brochures, flyers, business cards, and posters (all marketing activity).

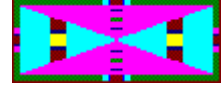
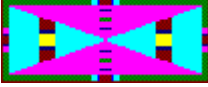
Abilities: Must be able to appear and dress professionally as well as maintain effective working relationships with the public, co-workers, students and community youth and elders. The position requires the ability to work well with community youth and adults as well as the LBHC students. Good written and verb directions, meet deadlines.

Salary: Salary is commensurate with education, experience, and knowledge.

LITTLE BIG HORN COLLEGE
Knowledge, Skills, and Abilities
Administrative Assistant / Garden Assistant

Please review the job descriptions carefully and respond to the following questions on a separate sheet of paper. **You will need to address each question separately in numerical order as each response will be rated.** Your responses should provide information on your capabilities needed for the position. Include your name and the position for which you are applying.

1. Describe your basic knowledge in accounting principles and basic math concepts. Describe your knowledge of multi fund accounting principles and be ability to utilize accounting software efficiently.
2. Describe your ability to analyze reports with providing information to funding agencies. Describe your ability to prioritize work and work well under pressure when deadlines are required. Describe your ability to pay attention to details, particularly mathematical figures.
3. 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, budgets and data entry experience.
4. 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.)
5. This position requires commitment, 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.
6. This position requires interaction with people – staff, faculty, students, community members, representatives of other community organizations, federal agency personnel and various 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.
7. LBHC 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 community members, including people who are native Crow language speakers and outside agencies. Please discuss your knowledge, experience, or reflections in working in such an environment.
8. 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.

Signature

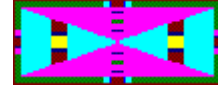
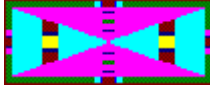
Date

Other Names Used

Social Security Number

Current Mailing Address

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.

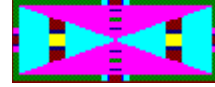
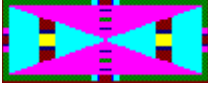
All employees/students are further notified that as a condition of employment/college enrollment you are required to abide by this policy.

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.

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