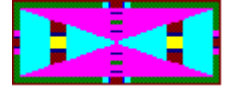


Little Big Horn College
 8645 South Weaver Drive
 PO Box 370
 Crow Agency, MT 59022
 PH (406) 638-3100
 Fax (406) 638-3169



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

Applicant Name: _____ Closing Date: **Monday, June 17, 2024**
 @ 12:00pm

Available Position: **Little Big Horn College President**

Checklist of required documents:

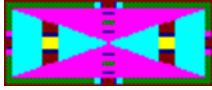
- _____ Signed Letter of Interest for the position
- _____ Current CV/Resume
- _____ Official Transcript of highest degree earned
- _____ Four **signed** letters of Reference (Professional)
- _____ Completed KSA's (Knowledge, Skills and Abilities) with your name and the position applied for listed at 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. 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 , or mailed with "ATTN: Human Resources Office" (see mailing address at top of page).

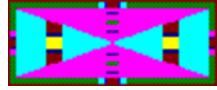
To be completed by LBHC Human Resources

_____ Date Received _____ Incomplete _____ Complete

Collena Brown, Human Resources Director
brownc39@lbhc.edu
 Director, Human Resources (406) 638-3148



LITTLE BIG HORN COLLEGE Position Description



Job Title: President
Department: Administration
Supervisor: Little Big Horn College Board of Trustees
Supervision Excised: Deans, Executive Officers, Assistant, other positions as necessary

Summary of Position

The President of Little Big Horn College will serve as the Chief Executive Officer and is the responsible agent for the total operation of the college. The President has full authority to administer and manage day-to-day operations of the college. As such, the President shall exercise broad discretionary powers within policies and regulations. The President will participate in policy-making in partnership with the Board of Trustees.

The President will be entrusted to provide visionary educational leadership which fosters community both inside and outside the college, especially with tribal communities and institutions, but also with those entities that will enrich the college and its students.

Nature and Scope of Work

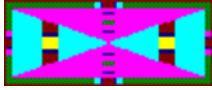
Visionary leadership: The President of Little Big Horn College will be expected to provide visionary leadership which fosters community both inside the college and with American Indian and regional communities in support of the college's vision statement.

Internal leadership: The President of Little Big Horn College will be expected to provide leadership in an effort to serve the tribal membership and to achieve academic excellence that is reinforced by Apsaalooke values. Leadership practices will be modeled in human resource management, professional development, and in fostering teamwork among the faculty, staff and students of LBHC.

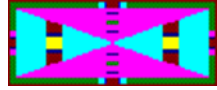
Campus facilities: The President of Little Big Horn College will provide leadership in the development and implementation of long-term campus capital projects envisioned for the college. The President will strive to ensure that state-of-the-art technology is incorporated throughout all campus facilities and programs.

Partnerships: The President of Little Big Horn College will be expected to promote the development of and oversee programs and activities that will enhance and expand partnerships with the business community and a variety of organizations in Montana; The President of Little Big Horn College will also be expected to provide leadership and enhance the positive relationships that the college enjoys with K-12 educational institutions, as well as with MT tribal schools, and with higher education institutions in the region.

Community Development: The President of Little Big Horn College will provide leadership in assessing needs for current community educational programs that support the mission of the college and facilitate implementation of its goals and objectives; The President of Little Big Horn College will



LITTLE BIG HORN COLLEGE Position Description



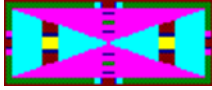
provide leadership and support to facilitate the further development of new community instructional programs which support the long term vision of the college.

Student Services: The President of Little Big Horn College will provide leadership by developing strategies that will stabilize enrollment trends and increase full-time student enrollment; The President of Little Big Horn College will provide strong visionary leadership in the development of a student-centered culture that ensures access, sustains educational excellence, fosters student development, and supports high levels of student achievement.

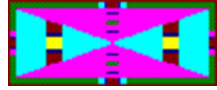
Accreditation: The President of Little Big Horn College will lead the college and its constituents in maintaining full accreditation for the institution by ensuring that all accreditation standards are implemented and followed.

Principles duties and Responsibilities:

- Provides organizational leadership by creating and defining goals
- Participates in the process of personnel supervision and selection
- Participates in the process of development and implementation of operational procedures which may include leave approval, budget and disbursement approval, and check signing
- Allocates college resources to reflect the College's primary goals
- Serves as the Board Member/Representative of Little Big Horn College to the American Indian Higher Education Consortium (AIHEC) and the American Indian College Fund (AICF)
- Serves as the Accreditation Manager and attends annual meetings of the Northwest Association of Schools and Colleges
- Responsible to the LBHC Board of Trustees for the administration and management of college.
- Directly prepares or assists in budget overview and preparation
- Presents budgets and other operational concerns to the Board of Trustees as needed
- Engages in formal and informal external professional and public relations with community, state, federal agencies and organizations. This includes:
 - Various Tribes,
 - State of Montana,
 - Federal Agencies,
 - The media
 - And the public in general
- Serves as the primary fundraiser for the college, including work with donors in several categories and chooses agency with foundation priorities
- Develops policies, procedures, and standards relating to staff, financial disbursements, and accounting requirements
- Possesses knowledge in fundraising
- Provides and coordinates in-service training as needed for personnel
- Develops positive communications with faculty, students, and staff
- Participate in planning events and projects to improve demands of services needed
- Collaborate and oversee federal programs to develop and manage community based activities as required through funding agencies
- Authorize travel arrangements and purchase order requisitions
- Familiarizes college personnel with direction, values, and strategies for goal achievements
- Serve as Chief Liaison Officer to the Board of Trustees



LITTLE BIG HORN COLLEGE Position Description



- Serve as Chief Development Officer for communication and public relations
- Performs other related duties as needed

Job Qualifications

Education: Masters related to Business, Education or Economics *required*. Doctoral degree from an accredited institution *preferred*.

Experience: Minimum of five (5) years of successful senior level administration experience in higher education or its equivalent. Experience in curriculum and program development. Experience in leading higher education accreditation processes Experience in the use of technology to promote teaching and learning. Experience in conflict resolution. Minimum of three - five (3-5) years of supervising a minimum of fifty (50) employees.

Other: Knowledge and experience with Apsaalooke language *preferred*, fluency *preferred* Demonstrated knowledge of Apsaalooke culture and community *preferred*. Must possess and maintain a valid Montana driver's license and have an insurable driving record. Frequent travel **REQUIRED**.

Knowledge: This position requires knowledge higher education principles and practices. Must be knowledgeable of budget preparation and be familiar with financial principles, practices, records management. Knowledge of financial software. Demonstrated Crow/Native American cultural competence, sensitivity to and understanding of the diverse academic, socioeconomic, ethnic, neurodivergent, and LGBTQIA+ backgrounds of community college students, faculty and staff

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. Demonstrated success as a fiscally responsible manager who utilizes budget policies and procedures as well as student outcomes and related research to inform strategic planning, and who can work effectively with LBHC staff and partnering organizations.

Abilities – This position requires the ability to develop, lead, and direct the institution to obtain maximum goals. Requires excellent ability to initiate, plan, and implement long and short-term planning for the institution. Ability to work effectively with staff and faculty. Ability to establish and maintain positive relationships with tribal leaders and community members. Ability to build morale, to motivate, and to relate to students, faculty, and staff.

Salary: Compensation shall be negotiated with the LBHC Board of Trustees and dependent on experience and the LBHC budget.

Little Big Horn College

Knowledge, Skills, and Abilities

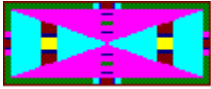
Position: President

1. This position requires interaction with people – students, faculty, staff, and 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.
2. This position requires fundraising, as we are a non profit college. Can you share examples of your experience with fundraising initiatives in previous roles? How did you identify fundraising opportunities, engage with potential donors or investors, and ultimately achieve your fundraising goals? Additionally, how do you approach building a nurturing relationships with donors or investors to ensure ongoing support for our organization’s mission?
3. This position may also require the handling of sensitive PII (personal identifiable information) of an individual or other confidential aspects of Little Big Horn College relating to privacy. Describe your work experience in collecting, maintaining and protecting information related to the privacy of individuals and/or an organization.
4. The duties of this position can vary significantly from day to day. You will rely on your flexibility to adapt to the demands each day brings to excel in whatever task that's required. Describe your experiences with changing work demands or functions and how you accommodated them.
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 your experience with program budget management and coordination.
7. Describe any experience you have had to improve growth on-campus and enhance enrollment, either for school, for work or as a volunteer.
8. Please describe your knowledge and skills using computer programs (access, excel, PowerPoint, word, etc) that you may have used, experience you have had to improve service needs using data compilation, analysis or interpretation of work you have done.

Little Big Horn College

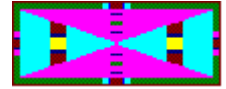
Knowledge, Skills, and Abilities

9. Please talk about your experiences working with Northwest Commission on Colleges and Universities (NWCCU) accreditation and program?
10. Please tell us about your philosophy of leadership and how that applies to the position of the President?
11. Do you have any other skills, abilities or experience you think would be relevant to this position, which you haven't already described?



Little Big Horn College

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



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.

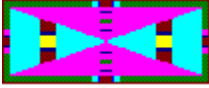
Please check one:

Crow Tribal Member

Federally recognized tribal member legally married to a Crow Tribal Member

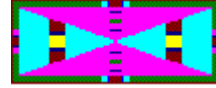
Any other outside Federally Recognized Tribal Member

No preference claimed



Little Big Horn College

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



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

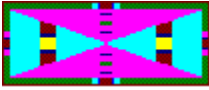
Date

Other Names Used

Social Security Number

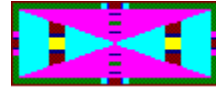
Current Mailing Address

Home Telephone Number



Little Big Horn College

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



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.

Signature

Date