



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 or from Melodee Reed, reception office is located at the LBHC Front Office (Administration/Library Building) or we can e-mail a copy if requested. My e-mail is: vallier@lbhc.edu 406-638-3148

All applicants will need to provide the following information to complete their application. Applications will only be date stamped by either Melodee Reed or Human Resources. Applications turned in to anyone else will only be stamped in when they are officially received by either Melodee or Human Resources.

Applicants Name: _____ Date: _____

Position Applied for: **Sponsored Grants Program Manager**

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

_____ 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 Human Resources

_____ Complete _____ Incomplete

_____ Date Received

Robin Vallie
 Director, Human Resources (406) 638-3148

LITTLE BIG HORN COLLEGE

POSITION DESCRIPTION

Position: Director of Office of Sponsored Programs

Department: Administration

Supervisor: Chief Financial Officer

Scope and Effect of Position: The Director of the Office of Sponsored Programs (OSP) shall serve as the initial point of contact for employees seeking to obtain federal or state funding through the grant making process. The OSP Director will establish and oversee a pre-award and post award system that acts as a clearinghouse for effective grants management. The OSP Director will also develop an efficient system designed to assist or guide program project directors in overall administrative and budget management compliance. The OSP Director is responsible for assuring accurate financial reporting to various funding agencies.

Principle Duties and Responsibilities

- This position assists in the preparation, review, and analysis of revenue, program operating costs, fund conditions, budget accounts, and financial progress reports.
- Assists in the development and implementation of LBHC policies and procedures.
- Meets with all program coordinators regularly concerning financial progress reports.
- Provides expenditure reports to program coordinators or other authorized staff as needed or required.
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- Provides data, reports, and other information to assist in the preparation of the annual budget. Generates reports from the accounting software system as requested/needed.
- Oversees compliance, reporting deadlines, timeliness, and accuracy for all aspects of grant management for all state and federal funding.
- Enters program budgets into accounting software for grant funded programs.
- Responsible for maintaining and updating all grant folders in Grants Office.
- Provides orientation related to grant management to new employees.
- Daily contact with the public, employees, program related visitors, and students.
- Responds to requests for information.
- Serves on ad-hoc committees and needed or required.
- Maintain confidentiality
- Perform other duties as required.

Knowledge: This position requires knowledge or understanding of grants management, including generally accepted principles of accounting, and state and federal regulations such as OMB circulars and applicable legislation. Must know how to prepare financial statements and reports.

Skills: Skills in advanced spreadsheet data management is essential. Excellent organization, time management, and verbal and written communication skills are essential due to the level of interaction required to this position.

Abilities: Must have the ability to effectively explain or clarify policies and regulations. This position requires the ability to plan, coordinate, and direct financial operations, assist in developing accounting systems and procedures as needed, interpret and apply appropriate laws and regulations.

Occasional travel will be required.

EDUCATION AND EXPERIENCE:

- Bachelor's degree in related field required.
- Demonstrated specialized experience in administrative duties and accounting knowledge that equips the candidate with the knowledge, skills, and abilities this position requires

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



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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: (C.I.B./Certificate of Indian Blood) or SF-4432.

First Priority: Must provide proof of enrollment (C.I.B. or SF-4432)

Second Priority: Must provide proof of you and your spouse's enrollment. (C.I.B. or SF-4432)

Third Priority: Must provide proof of enrollment. (C.I.B. or SF-4432)

Please check one: Must Provide Proof or it will not be counted.

_____ Crow Tribal Member.

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

_____ Any Other Outside Federally Recognized Tribal Member



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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
Knowledge, Skills, and Abilities
Director of Office of Sponsored Programs

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. A total of 10-points will be allocated per KSA answers. Total possible points = 80.

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?