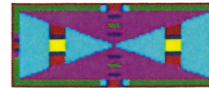


Little Big Horn College
8645 South Weaver Drive
PO Box 370
Crow Agency, MT 59022
PH (406) 638-3100
Fax (406) 638-3169



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: _____ Temporary Night/Weekend Security Guard

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: Temporary Night/Weekend Security
Department: Administration
Supervisor: Dean of Administration

Summary of Duties: The Night Security/Custodian shall be responsible for securing all facilities and shall perform security spot checks as needed while on duty. They will patrol and protect Little Big Horn College property, promote and enforce safety and security and act as a visible deterrent against irregular activity.

Nature and Scope of Position: The work schedule shall be flexible. Flexibility of time and day schedule may be required during special events. However, shifts are primarily expected to be nights and weekends. Punctuality and dependability for this position is very important. Outdoor cleaning and maintenance as needed. Heavy lifting and transportation of equipment, boxes, or furniture to storage building or other areas within the college campus as requested by supervisor.

Principle Job Duties and Responsibilities

- Patrol designated property to monitor and prevent intrusion, damage, hazards and breaches of security
- Protect property and tenants from theft, damage, trespassing or accidents
- Provide a visible presence that enforces safety and security
- Identify and investigate suspicious behavior, threats and irregular activity
- Respond to alarms and requests for help
- Monitor and control entrance and departure of employees and visitors according to prescribed protocol
- Detect and confront unauthorized persons and violators of security procedures
- Check property through electronic monitoring systems
- Enforce relevant laws and regulations pertaining to all individuals on the property
- Report rule infractions and violations
- Monitor and prevent movement of prohibited items into and out of property
- Conduct exterior property checks for maintenance issues, malfunctions or hazards
- Contact relevant authorities to deal with unlawful or irregular activities
- Use radio or other communication devices in a clear and concise manner
- Prepare written reports of daily activities, observations and incidents
- Inspect and test fire and security systems
- Implement the prescribed emergency plan in case of emergency
- Other duties as assigned by Supervisor

Job Qualifications

Knowledge:

- Knowledge of Crow Tribal and state laws and regulations
- Working knowledge of security operations and safety practices
- Working knowledge of enforcement policies and procedures
- Working knowledge of safety equipment
- Integrity and moral fitness

Skills:

- Detail-orientated and keen observation skills
- Good communication skills - verbal and written
- Judgment and decision making skills
- Meet physical requirements

Little Big Horn College

Position Description

Abilities:

- Reliability and dependability
- Ability to react appropriately in emergency and high stress situations
- Ability to anticipate, identify and solve problems
- Capable of writing comprehensive reports
- Maintain a professional attitude and appearance and attitude at all times

Education and Experience:

- Minimum requirement - High school diploma or GED certificate
- State registration/license
- Current and valid driving license plus a safe driving record
- No disqualifying criminal history
- Minimum age of: 18 years of age; 21 years of age for certain position

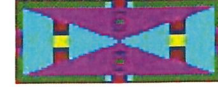
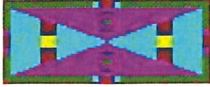
Salary: Based on experience, education and qualifications.

Little Big Horn College
Knowledge, Skills, and Abilities

Temporary Night/Weekend Security

Note: Each question is worth 10 Points. Please write clearly and answer question completely.
No one-word answers.

1. Describe your background in the security field in the physical property of facilities?
2. How would you promote and enforce safety and security at Little Big Horn College?
3. What is your idea of investigating suspicious behavior, threats and identifying irregular activity?
4. What experience do you have in writing up reports for an emergency plan for the college as well as daily safety reports of activities, observations and incidents?
5. How would your past experience help you in emergency situations and collaborations with law enforcement?
6. How would you design and implement an evacuation plan based upon natural disasters or man-made life-threatening situations?
7. What experience do you have with radio, video and other security electronic devices?
8. What is your experience, education and knowledge of Crow Tribal laws and regulations?



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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.

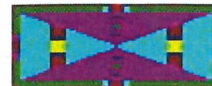
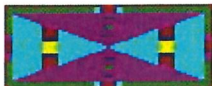
Third Priority: Must provide proof of enrollment.

Please check one:

_____ Crow Tribal Member.

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

_____ Any Other Outside Federally Recognized Tribal Member



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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

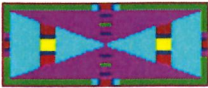
Date

Other Names Used

Social Security Number

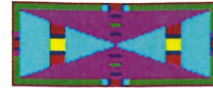
Current Mailing Address

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