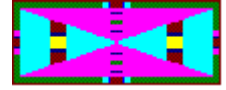


Little Big Horn College  
 8645 South Weaver Drive  
 PO Box 370  
 Crow Agency, MT 59022  
 PH (406) 638-3100  
 Fax (406) 638-3169



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

Applicant Name: \_\_\_\_\_ Closing Date: **Friday, September 27, 2024 @ noon**

Available Position: **Web/IT Specialist**

Checklist of required documents:

\_\_\_\_\_ Signed Letter of Interest for the position

\_\_\_\_\_ Current CV/Resume

\_\_\_\_\_ Official Transcript of highest degree earned

\_\_\_\_\_ 3 professional references – name and numbers

\_\_\_\_\_ 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](mailto: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](mailto:brownc39@lbhc.edu)  
 Director, Human Resources (406) 638-3148

**LITTLE BIG HORN COLLEGE**  
**Position Description**

**Job Title:** Web/IT Specialist  
**Department:** Administration  
**Supervisor:** Chief Information Officer

**Summary of Work:** Assists the Chief Information Officer in providing and maintaining technology services for the entire college campus including its students, staff, administrators and visitors. Coordinates, troubleshoots and supports distance-learning activities, maintain college webpage and other communication services. The person in this position will maintain the campus database systems.

**Nature and Scope of Position**

- ❑ Assists in maintaining entire network system within the College.
- ❑ Provides technology services for the College.
- ❑ Use relevant technologies to maintain college's website.
- ❑ Maintain a log of daily activities.
- ❑ Work with Network technologies including Microsoft Windows, Linux and Unix Servers.
- ❑ Understand and maintain network topology including routers, switches, firewalls, servers and workstations.
- ❑ Will work daily with databases including Microsoft SQL server, MySQL, and database interface software such as Jenzabar, PHP and Microsoft Access.
- ❑ Implement and maintain wireless network access points across the campus.

**Principle Duties and Responsibilities**

- ❑ Develop, update and maintain the college's website.
- ❑ Maintain and support the campus database management system.
- ❑ Maintain and troubleshoot telephone system.
- ❑ Sets up computer and other technology equipment.
- ❑ Assigns usernames, passwords, e-mail accounts and telephone services for new personnel.
- ❑ Troubleshoots IT equipment as requested or needed.
- ❑ Maintains the LBHC internet connectivity.
- ❑ Provides end user support and training for all technology on campus.
- ❑ Maintains records for IT Department.
- ❑ Ensures web and network security for entire College.
- ❑ Assists with special College related projects and events requiring technology support.
- ❑ Coordinates and manages all campus distance learning initiatives.
- ❑ Coordinates and manages all functions of the VisionNet distance learning classroom.
- ❑ Assists in planning, evaluating, and implementing all new IT developments.
- ❑ Performs and maintains a campus wide inventory of all equipment and supplies.
- ❑ Supports library technology.
- ❑ Continually seeks to stay current in skills required for effective IT management.

- ❑ Seeks and develops procedures or policy for effective IT management.
- ❑ Seeks and maintains current and updated technological
- ❑ Serves on College councils and committees as needed or required.
- ❑ Performs other job related duties as required or needed.

**Student Union Building:**

- Assists Admissions, Registrar, and Financial Aid departments with Jenzabar accounts, including enrollment
- Creating and maintaining email for LBHC students
- Creating and maintaining Cloudram accounts for students
- Creating and providing IDs for LBHC Students and employees, and using relevant equipment

**Driftwood Lodges:**

- Assist faculty members with creating and maintaining Cloudram and Jenzabar accounts
- Coordinates, troubleshoots and supports distance-learning activities

**Library and Administration Building:**

- Creating and maintaining email accounts for employees
- Assigns usernames, passwords, and telephone services for new personnel
- Assist with data collection and creating reports from Jenzabar
- Assist the Library with technology

## **Job Qualifications**

**Education:** Associate degree in Information Technology or related field is required. Bachelor's preferred. Selected applicant must be willing to pursue a Bachelor's degree

**Experience:** Two (3) or more years of experience in working with IT as in networking systems and hardware. One (1) or more years of experience with web design and maintenance

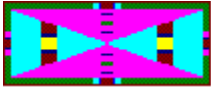
**Other:** Must be willing to acquire professional development on an ongoing basis which may include some travel. Experience or familiarity with Crow culture is preferred.

**Knowledge:** This position requires a high level of knowledge of computer hardware and software systems and related information technology systems, website maintenance, web security and technologies, network topology and network server technologies. Must be knowledgeable on how to seek and maintain current technology trends. Must be willing to become proficient in all areas of the college's information management system Jenzabar and its cloud services.

**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. Applicant must be able to effectively communicate verbally and in writing and must have decision making skills.

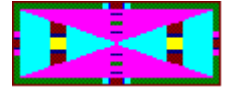
**Abilities:** Ability and willingness to cross train with other IT tasks and services outside of assigned department. Must be able to organize and prioritize work. Applicant must be able to work well under pressure while following verbal and written instructions. Must be able to get along with people 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.

**Salary:** Compensation shall commensurate with Staff Salary Schedule DOEE.



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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.

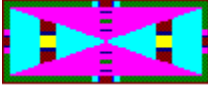
Please check one:

Crow Tribal Member

Federally recognized tribal member legally married to a Crow Tribal Member

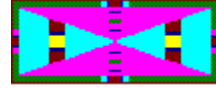
Any other outside Federally Recognized Tribal Member

No preference claimed



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### 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.

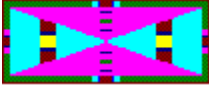
I, \_\_\_\_\_, understand the stated policy and procedure and agree to abide by it as a condition of employment and will notify Little Big Horn College of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction.

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Signature

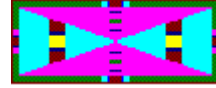
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Date



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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