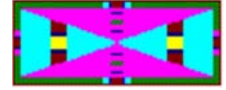


Little Big Horn College
 8645 South Weaver Drive
 PO Box 370
 Crow Agency, MT 59022
 PH (406) 638-3100
 Fax (406) 638-3169



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

Applicants Name: _____ Closing Date: **Open Until Filled**

Available Position: Administrative Assistant to Dean of Admin.

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

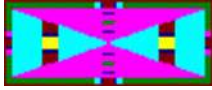
_____ Drug Free Workplace Form

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).

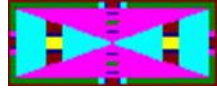
To be completed by LBHC Human Resources

_____ 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 Administrative Assistant
Department: Administration
Supervisor: Dean of Administration

Summary of Position:

The Administrative Assistant will assist the Dean of Administration and all office duties and other tasks assigned. Have great phone etiquette and professionalism when dealing with the public, employers and students. Should have excellent oral and written communication skills and be able to organize their work using tools, like MS Excel, Publisher, MS Word and office equipment. Duties will include providing support to our College President, Administrators and employees, and assisting in daily office needs.

Principles duties and Responsibilities:

- Provides administrative support to ensure efficient operations of offices
- Carries out administrative duties such as filing, typing, copying, binding, scanning etc.,
- Exhibits polite and professional communication via phone, e-mail, and mail.
- Supports team by performing tasks related to organization and strong communication
- Assist in the preparation of regularly scheduled reports
- Must be able to communicate verbally and in writing
- Answering the phone and taking messages.
- Maintains accurate and complete records, prepares and submit reports as required
- Assist in seeking opportunities to acquaint and recruit businesses/industry's participation in the
- Perform other duties and functions assigned by supervisor.

Job Qualifications:

Required Qualifications: Associate of Arts Degree in Business Administration or equivalent experience

Knowledge – Must be knowledgeable of basic office management and equipment, including standard letter writing, using correct grammar and punctuation. Applicant must have basic computer skills (Word, Excel, Internet Access, etc.) and office machines experience, which would include faxes, copiers, and computers.

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. The incumbent must have a working knowledge of computer applications (word, excel, etc.), be a self-starter and be able to develop effective working relationships.

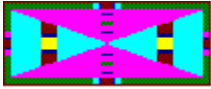
Abilities – This position requires the ability to work with diverse populations, disseminate and discuss information, be multi-task oriented, prioritize work assignments, participate in college related activities, perform at a high level of accuracy, maintain confidentiality, follow written and verbal instructions. Must be able to remain in a stationary position for extended periods of time. Move or carry boxes weighing up to 20 pounds across office for various needs

Salary: Commensurate with the LBHC **Staff** Salary Schedule and within the constraints of the grant/funding agency.

Little Big Horn College

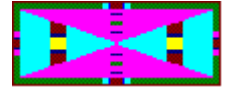
Knowledge, Skills, and Abilities

1. 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 and data entry experience.
2. 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.)
3. This position requires commitment, attention to detail, 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.
4. This position requires interaction with people – students, faculty, staff, 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.
5. 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.
6. Describe any experience you have had collecting assessment data and surveys – either for school, for work or as a volunteer. Please describe the kinds of data you collected, computer programs (Access, Excel, PowerPoint, Word, etc.) you have used, any survey or interview experience you have had, and any data compilation, analysis or interpretation work you have done.
7. Do you have any other skills, abilities or experience you think would be relevant to this position, which you haven’t already described or included in your resume?
8. 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.



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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.

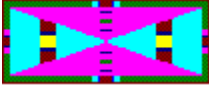
Please check one:

Crow Tribal Member

Federally recognized tribal member legally married to a Crow Tribal Member

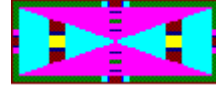
Any other outside Federally Recognized Tribal Member

No preference claimed



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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

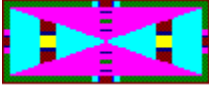
Date

Other Names Used

Social Security Number

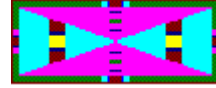
Current Mailing Address

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.

Signature

Date