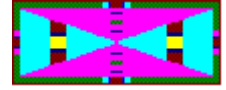


Little Big Horn College
 8645 South Weaver Drive
 PO Box 370
 Crow Agency, MT 59022
 PH (406) 638-3100
 Fax (406) 638-3169



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: Health & Wellness Center Administrative Assistant

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

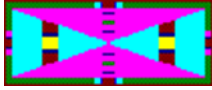
_____ Drug Free Workplace Form

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).

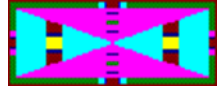
To be completed by LBHC Human Resources

_____ 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: Health & Wellness Center Administrative Assistant
Department: Athletics/Title III
Supervisor: Health & Wellness Center Manager

Summary of Position:

The HWC/Athletic Assistant is responsible for providing customer service to all HWC participants and members. Facility Supervisors are responsible for monitoring the access of Campus Recreation facilities and activity spaces. The Supervisor is also responsible for membership and program sales along with cash handling.

Principles duties and Responsibilities:

- Assist HWC Manager/Athletic Director with general facility operations and train new facility monitors when necessary
- Provide excellent customer service by greeting patrons and guests with a friendly and helpful attitude
- Manage daily projects and run errands
- Access email to obtain all necessary information and documents for your position.
- Register and sell memberships, and daily passes through cash handling processes
- Be knowledgeable of HWC programs and services in order to assist patrons
- Effectively communicate with HWC Manager/Athletic Director regarding patron and facility issues, in a timely manner
- Perform other duties as specified by the HWC Manager/Athletic Director
- Dress professionally; follow departmental dress code
- Enforce facility policies correctly and consistently
- Abide by all employee policies and procedures
- Follow emergency care procedures in the event of an injury or emergency situation
- Attend mandatory monthly meetings, orientations, trainings, and staff development workshops

Job Qualifications:

Education: AA degree or equivalent job experience required.

Experience: One (1) or more years' experience with customer service, Point of Sale systems,

Other: Knowledge of Crow culture and language is preferred.

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, 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.

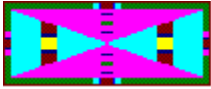
Salary— DOE. Compensation determined by level of education and experience, and commensurate with the LBHC wage schedule.

Little Big Horn College

Knowledge, Skills, and Abilities

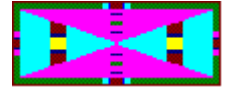
Health & Wellness Administrative Assistant

1. Describe your background in the working in the physical fitness field?
2. How would you promote and recruit new members into the Health & Wellness Center (LBHC – Health Center/Gym/Fitness Center)?
3. What is your experience or education relating to emergency care procedures in the event of an injury or emergency situation?
4. How would you plan and implement a multi-task fitness center (I.E. daily exercise program, facility cleanup and basic equipment maintenance)?
5. This position requires multitasking and a broad variety of duties (i.e. working in the kitchen, working the scoreboard and clock during games or events, janitorial duties when necessary etc.). How do you keep track of things you need to do?
6. What is your experience with handling cash payments for membership or daily fees including accounting for cash collected and bank deposits?
7. What experience do you have with supervision of employees?
8. Excellent communication and ‘people’ skills are important to use with gym members, AND with student employees and coworkers. Describe an approach you have used to communicate productively with a diverse team
9. What is your experience, education and knowledge of the Crow culture and Little Big Horn College?



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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.

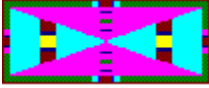
Please check one:

Crow Tribal Member

Federally recognized tribal member legally married to a Crow Tribal Member

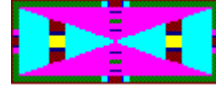
Any other outside Federally Recognized Tribal Member

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

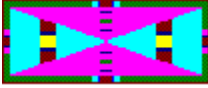
Date

Other Names Used

Social Security Number

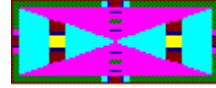
Current Mailing Address

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