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: **Open until filled**

Available Position: Human Resources Director

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 eaglemanf@lbhc.ed ,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

Frances Eagleman, Human Resources
Director eaglemanf@lbhc.edu
(406) 638-3148

Little Big Horn College

Knowledge, Skills, and Abilities

Human Resources Director

1. This position requires excellent organizational skills for record keeping and the ability to prioritize work. Describe the methods you use for organizing and prioritizing work.

2. 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.

3. This position requires interaction with people – students, faculty, staff, and 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.

4. 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.

5. 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.

6. The duties of this position can vary significantly from day to day. You will rely on your flexibility to adapt to the demands each day brings to excel in whatever task that's required. Describe your experiences with changing work demands or functions and how you accommodated them.

7. 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.

8. Do you have any other skills, abilities or experience you think would be relevant to this position, which you haven't already described?

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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 form 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 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.

_____ _____

Signature Date