

Little Big Horn College  
8645 S. Weaver Drive  
P.O. Box 370  
Crow Agency, Mt 59022  
Phone: (406) 638-3100  
Fax: (406) 638-3169

Dear Applicant:

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

\_\_\_\_\_ A letter of application stating the position for which you are applying.

\_\_\_\_\_ A current resume. A search committee will review your work experience.

\_\_\_\_\_ Original or copy of original transcript(s) for each educational institution you have listed on your resume. If you are hired for this position, an original/certified transcript(s) will be required within the initial probationary period.

\_\_\_\_\_ Three letters of recommendation. The search committee reviews these letters.

\_\_\_\_\_ If you are claiming proof of Crow or Indian Preference, please fill out the Crow/Indian preference form and submit proof of verification.

\_\_\_\_\_ Complete the KSA'S attached to the job description. Your answers are carefully reviewed and rated by a search committee.

\_\_\_\_\_ Consent to Release of Information form and the Drug free workplace form.

This position shall be open until **Open Until Filled.**

**Incomplete or late applications will not be considered.** Faxed or mailed resumes or emailed to **vallier@lbhc.edu** letters, and transcripts are acceptable provided they are submitted by the due date, however, a hard copy of these documents must be post marked by the deadline date.

You may personally submit your completed application at the LBHC front office or, if you are mailing your application, you may direct it the Human Resources Office.

Again, thank you for your interest in this position. We look forward to reviewing your application.

Sincerely,

**Robin Vallie** - Human Resource Officer

**Little Big Horn College**  
**Position Description**

**Position Title:** Information Systems Assistant  
**Department:** Information Systems Technology  
**Supervisor:** Chief Information Officer

Summary of Position: Assists the Chief Information Officer in providing an educational environment by maintaining and implementing technology services for the college, including its students, staff, administrators and visitors. Responsible for the installation and maintenance of LBHC technology equipment, software, networks and websites.

Principle Duties

- Work on writing tasks and other clerical duties that support the college's IT needs.
- Creating user documentation and training materials in areas of new and existing Information Technology.
- Willing to become proficient in all areas of the college's information management system Jenzabar and its cloud services.
- Provide Telephone support for users.
- Electronic mail support for users.
- Maintain and utilize surveillance monitoring equipment.
- PC-compatible and network hardware support.
- Configuration of computing equipment in a networked environment.
- Movement and installation of computing equipment (lifting of up to 50 lbs. required).
- Working with hardware/software vendors to troubleshoot and repair problems.
- Providing software support for Microsoft Office, Internet Explorer, Windows Operating Systems, Adobe Acrobat, or other software programs utilized by the college.
- Providing limited support for IOS and mobile devices.
- Software installation following established guidelines for security and licensing.
- Content development for college's web sites.
- Create and edit content in HTML for college web sites using web authoring software, such as Adobe Dreamweaver and Drupal.
- Photo acquisition and manipulation for web sites. Take photos at college events, as needed.
- Prepare photos for use on the college's web site by cropping, resizing or modifying with Adobe Photoshop.
- Create PDF documents and forms using Adobe Acrobat and other tools.
- Create, edit and upload videos to the web using Adobe Premiere.
- Willing to work with social media such as Facebook.
- Maintain on ongoing and accurate inventory of all LBHC computer technology and networking equipment.
- Responsible for storage and tracking of out dated and/or unused computer equipment.
- Maintain a log of daily activities.
- Work with databases including Microsoft SQL server, MySQL, and database interface software such as Jenzabar, PHP and Microsoft Access/Excel.
- Maintain a positive and helpful attitude when requested for assistance and technical support.
- Must be willing to continue learning and implementing new technologies.
- Assist with Additional responsibilities as assigned by the college management team.

## Job Qualifications

Knowledge - This position requires a high level of knowledge of computer hardware and software information technology systems, website development and maintenance, network topology and network server and router technologies. Must maintain knowledgeable in current and new technological trends.

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. Must be able to effectively communicate verbally and in writing. Must have decision-making skills.

Abilities – Must be able to organize and prioritize work. Individual must be able to work well under pressure and able to follow 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.

Other – Must be willing to acquire professional development on an ongoing basis, which may include some travel.

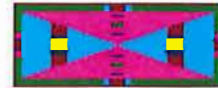
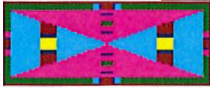
## Education

Minimum of an Associate degree in Information Technology or related field is required for this position; however, selected applicant must be willing to pursue a Bachelor's degree to meet full educational requirement.

## Experience

A minimum of three years' experience in the IT field would equip the individual with the knowledge, skills, and abilities needed for this position. Teaching experience is desirable.

Salary and Selection – Will be based on qualifications, years of experience, and education.



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**Knowledge, Skills, and Abilities (KSA's)  
Information Systems Assistant**

Please review the job description carefully and respond to the following questions on a separate sheet of paper. Include your name and the position for which you are applying.

1. This position requires knowledge of computing technologies related to the college's ability to perform its mission. From the description of this position, what do you think you will be doing on a day-to-day basis?
2. Communication skills, both verbal and written are very important for this position. Explain your interpersonal skills to effectively communicate with students, staff, faculty, administrators, the college's Board of Trustees, the Crow community, the general public and outside agencies.
3. Explain your ability to train users that may have limited computer experience, your ability to work well with people in an educational setting and your ability to function within the framework of the college environment.
4. Explain your knowledge and experience working with technologies such as computer networking, routing protocols, web page development, computer/server support, database management and trouble shooting.
5. This position requires excellent organizational skills for record keeping and the ability to prioritize. Describe your experience in records management techniques such as record keeping, report preparation and retention methods.
6. Describe your organizational skills and your method of prioritizing work.
7. Describe your abilities in coordinating special events and projects.
8. Describe the social media technologies that you are familiar with using.
9. Describe a technology project that you worked on. Do you feel it was a success and were you proud of your work upon completion? What challenges did you encounter during the project and how did you overcome them?



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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

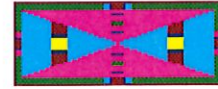
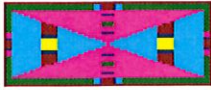
\_\_\_\_\_  
Date

\_\_\_\_\_  
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.

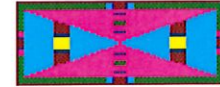
All employees/students are further notified that as a condition of employment/college enrollment you are required to abide by this policy.

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.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Date



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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.

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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.

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Please check one:

Crow Tribal Member.

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

Any Other Outside Federally Recognized Tribal Member