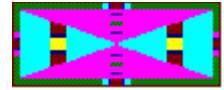


Little Big Horn College
8645 South Weaver Drive
PO Box 370
Crow Agency, MT 59022
PH (406) 638-3100
Fax (406) 638-3169



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: _____ **Retention Coordinator**

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

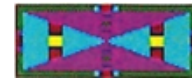
_____ Drug Free Workplace Form

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 redfieldr62@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

Rebecca Redfield, Human Resource Director
redfieldr62@lbhc.edu
Director, Human Resources (406) 638-3148



Retention Coordinator

Department: Student Services/ Dean of Academics

Salary: DOE/Full-Time

Retention Coordinator will focus on helping students make successful transitions in critical academic program areas through various interventions and initiatives. The position will assist with delivering programs focused on students' needs, primarily those in their first year. The support of these kinds of retention initiatives is an essential part of LBHC's Strategic Plan. Essential Job Functions: Administer and support retention and success programs, activities, and initiatives focusing on the support of students and the college. Retention Coordinator helps student development in the Little Big Horn College tradition. The Retention Coordinator provides customized, holistic, and proactive case-management services and assist with advising to positively influence the student's experience, as well as student retention, persistence, graduation rates, and post-graduation opportunities.

Responsibilities

- Monitor the success and progress of each student in the cohort and provide pertinent student services and information to the retention team as needed.
- Manage caseload of students year-round, including but not limited to: creation and maintenance of individualized degree plans, detailed notes both for degree planning and coaching, tracking retention and persistence predictions for students.
- Ability to handle highly confidential material, complying with FERPA. Have the ability to exercise and apply sound judgment and decision-making skills as well as the ability to maintain integrity and confidentiality of data.
- Be highly accessible to individual students, groups of students, and student organizations as advisors and mentors on academic and personal concerns that impact academic performance.
- Provide programming, support, resources, and outreach to students in special populations
- Maintain records and provide narrative and/or written progress reports as directed, including program assessments/evaluations, budget reports, and program reports.
- Use data and predictive analytics to design timely and strategic interventions for student support.
- Partner with academic, enrollment, and student affairs departments on retention and progression.
- Assist with hiring, training, and supervision of student assistants, peer mentors, and Volunteers.
- Provides support to the wide arrange of programming within Student Success Programs and First-Year and Transition programs.
- Assist in the design and distribution of Student Success programming publication and resources.

Teach skills for success

- Other duties and special projects as assigned.

Additional Responsibilities

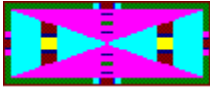
- Coach and advise students throughout their undergraduate experience in conjunction with their Academic Advisor, Mentors, & Faculty. Serve as an academic coach to help students identify their academic potential and eliminate obstacles to their goals and objectives.
- Advise students individually and/or in groups regarding general education requirements, degree requirements campus resources, academic policies and procedures
- Develop supportive, proactive relationships that allow the coach to challenge, support and counsel the student, as the main point of contact for them as they navigate college life at the institution.
- Provide a trusting relationship where students can share their thoughts, aspirations, concerns, and interests. Provide students with the available resources to aid with their academic success
- Maintain connections with faculty and staff across campus, especially, but not limited to the Admissions, and Student Financial Services.
- Enhance relationships with students, staff and faculty to support enrollment, persistence and success. Support students by helping them achieve their goals and invest in themselves.

Qualifications

Associate's Degree required. Experience in higher education to include admissions, student affairs, advising, counseling or related areas required. Experience in student mentoring, tutoring, supplemental instruction, freshman transition issues, and working with students with academic challenges. Must be able to speak the Apsaalooke language.

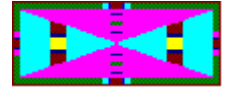
LITTLE BIG HORN IS AN EQUAL OPPORTUNITY EMPLOYER

Little Big Horn College offers high quality degrees, certificates, and programs for professional workforce, and personal development that brings prosperity and leadership to Crow Country; and preserves, protect and perpetuates the Apsaalooke Language, history, and culture.



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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.

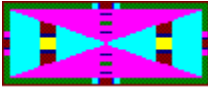
Please check one:

_____ Crow Tribal Member

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

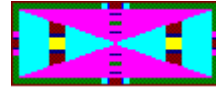
_____ Any other outside Federally Recognized Tribal Member

_____ 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

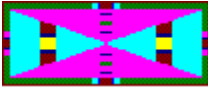
Date

Other Names Used

Social Security Number

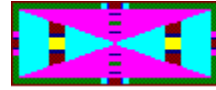
Current Mailing Address

Home Telephone Number



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Drug Free Workplace Policy

Little Big Horn College 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