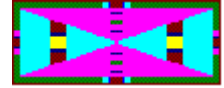


Little Big Horn College  
 8645 South Weaver Drive  
 PO Box 370  
 Crow Agency, MT 59022  
 PH (406) 638-3100  
 Fax (406) 638-3169



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: \_\_\_\_\_ Crow Studies Instructor/Faculty \_\_\_\_\_

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

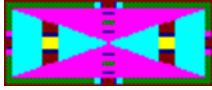
\_\_\_\_\_ Drug Free Workplace Form

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](mailto:oroscol@lbhc.edu) or mailed with "ATTN: Human Resources Office" (see mailing address at top of page).

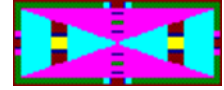
**To be completed by LBHC Human Resources**

\_\_\_\_\_ Complete                      \_\_\_\_\_ Incomplete                      \_\_\_\_\_ Date Received

Laura Orosco, Human Resources Director  
[oroscol@lbhc.edu](mailto:oroscol@lbhc.edu)  
 Director, Human Resources (406) 638-3148



## LITTLE BIG HORN COLLEGE Position Description



**Job Title:** Crow Studies Instructor  
**Department:** Crow Studies  
**Supervisor:** Dean of Academics

### Summary of Position:

This position is a full-time status-nine month contract for the Academic Year. The incumbent will be responsible for providing the instructional program (teaching) in the Crow Studies area, an average of 12-15 credit hours per term and keeping appropriate posted office hours. They will be responsible for course delivery and appropriate evaluation of each student.

### Principles duties and Responsibilities:

- Will meet and instruct assigned classes in the location and at the times designated
- Plans a program of study that, as much as possible, meets the individual needs, interests and abilities of the students
- Create a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students
- Shall utilize a variety of teaching techniques and assessments methods that incorporate current educational theory
- Is fully responsible for independently planning and performing the normal range of teaching functions that relate to Crow Studies
- Provide a leadership role in development, coordination, review, revision, and instruction of Crow Studies classes
- Develop and modify curricula and integrate Little Big Horn College's educational philosophy with special attention given to culturally relevant examples
- Recommend to Department Head curriculum plans each academic term.
- Seeing that technology is used in all Crow Studies classes in constructive ways and at the appropriate level
- Attend trainings as required or requested
- Perform other duties as indicated by the Department Head or the Academic Dean

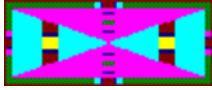
### Job Qualifications:

**Education:** *REQUIRED*—M.S. Degree in Native American Studies or related or related field.  
*DESIRED*—Doctorate in Native American Studies or related field.

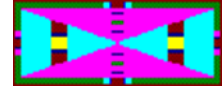
**Experience:** *REQUIRED*—Knowledge of Native American culture, history and customs. Familiar with the Crow reservation. *DESIRED*—Demonstrated successful teaching in Native American Studies curriculum at a college level. A comprehensive knowledge of the Crow culture, history and language. Experience with teaching in varied situations and working one on one with students. Experience using up-to-date skills in presenting classroom materials, such as CD, DVD and PowerPoint.

**Special Requirements:** Ability to speak, read and write the Crow language. Persons in this position must demonstrate an effective understanding of historic and contemporary Native American issues.

**Knowledge** – A comprehensive knowledge of Crow culture, history, and language in providing a foundation for effective teaching and learning. Will recommend to the Department Head and Academic



## LITTLE BIG HORN COLLEGE Position Description



Dean, curricula and integrate Little Big Horn College's educational philosophy with special attention given to culturally relevant examples.

**Skills** – Computer skills a must. Utilize a variety of teaching techniques and assessment methods that incorporate current educational theory. Responsible for development of course objectives, course syllabi, course schedule, identify texts and training aid materials for use in class. Develop daily/weekly lesson plans outlaying the specific objectives, methods and techniques to be used in the lessons. 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.

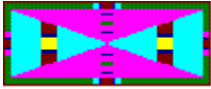
**Abilities** – Demonstrated ability to create and utilize college level assessment tools, etc. Demonstrated methodologies and theoretical approaches in presenting and instructing the Crow language. Demonstrate your ability to read, write, and speak the crow language. Ability to work with other faculty members to incorporate writing across curriculum. 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.

**Salary:** Will commensurate with LBHC Faculty Salary Schedule depending on education and experience.

# Little Big Horn College

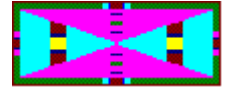
## Knowledge, Skills, and Abilities

1. Demonstrate your knowledge and experience of Crow culture, history, and language in providing a foundation for effective teaching and learning.
2. Demonstrate your knowledge and experience utilizing a variety of teaching techniques and assessment methods that incorporate current educational theory.
3. Demonstrate your skills for developing course objectives, course syllabi, lesson plans, course schedule, identify texts and training aid materials for use in class.
4. Provide an effective method you have used to keep up-to-date of the developments in your field.
5. Demonstrate ability and experience with creating and utilizing college level assessments.
6. Demonstrate your methodologies and theoretical approaches in presenting and instructing the Crow language.
7. Describe your experience with grant proposals to procure external funding or reviewing others' grant proposals.
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.

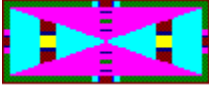
Please check one:

Crow Tribal Member

Federally recognized tribal member legally married to a Crow Tribal Member

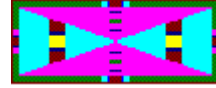
Any other outside Federally Recognized Tribal Member

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 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.

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Signature

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Date

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Other Names Used

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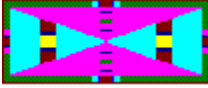
Social Security Number

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Current Mailing Address

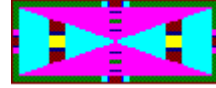
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Home Telephone Number



## Little Big Horn College

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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.

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Signature

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Date