



UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF INDIAN EDUCATION
Cheyenne-Eagle Butte School
Administration
P.O. Box 672
Eagle Butte, SD 57625



VACANCY ANNOUNCEMENT
THIS ANNOUNCEMENT MAY BE ACCESSED @ WWW.C-EB.COM

POSITION TITLE: Residential Life Manager

LOCATION: Cheyenne Eagle Butte School, Eagle Butte, SD

SALARY RANGE: Level 02/01 \$17.00 per hour thru Level 02/21 \$24.16 per hour

ANNOUNCEMENT NUMBER: 11-12-CEB

ISSUING DATE: 01-30-2012

CONTRACT INFORMATION: School Year Position

CLOSING DATE: Open until Filled

LIVING AND WORKING CONDITIONS: Government rental housing may be available.

INDIAN PREFERENCE POLICY: Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act of 1934 (Title 25, USC, Section 472). Verification Form BIA-4432 must be submitted with the application if claiming Indian Preference. Indian preference eligible that are not currently employed in the Federal Service will be appointed under the Excepted Service Appointment Authority (Schedule A). Consideration will be given to Non-Indian applicants (status or reinstatable) in the absence of qualified Indian Preference eligible.

EQUAL OPPORTUNITY EMPLOYER: Within the scope of Indian preference, all candidates will receive consideration without regard to race, color, sex, age, religion, sexual orientation, national origin or other non-merit factors.

REASONABLE ACCOMMODATION LANGUAGE: This agency provides reasonable accommodation to applicants with disabilities. If you need reasonable accommodation for any part of the application and hiring process, please notify this agency. The decision in granting reasonable accommodation will be on a case-by-case basis.

VETERANS EMPLOYMENT OPPORTUNITIES ACT: Veterans who are preference eligible's or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.

STATEMENT OF DUTIES: The Residential Life Manager manages the day-to-day operations of one more than one dormitory and is responsible for the health and welfare of students living in the dormitories. Incumbent is also responsible for the proper behavior and safety of students while they are enrolled in the dormitory. Incumbent is responsible to instruct students in proper health care, career awareness and a variety of other guidance related subjects. Will ensure recreational activities are carried out for all dorm students. Incumbent will supervise Home Living Assistants and Dorm Counselors and/or Counseling Technicians. Incumbent is responsible for adhering to all policies and procedures as they relate to the dormitory. Is responsible for scheduling appropriate training for staff, completes work schedules and all time and attendance for all staff supervised utilizing the Federal Payroll System. Reports to the School Supervisor and provides a monthly report of activities.

BASIC EDUCATION AND EXPERIENCE REQUIREMENTS: Must have one (1) year of Residential Life/homeliving related work; plus, an Associates Degree (or higher) in applicable discipline from an accredited institution of higher education; or completed 60 semester hours of study in applicable discipline from an accredited institution of higher education.

Must have knowledge of computer programs such as MicroSoft Word and Excel. Preferred experience in technology including specific data programs (i.e., NASIS, CAMPUS).

Applicable academic disciplines includes fields related to working with children, such as child development, education, behavioral sciences and cultural studies.

Qualifying experience should be in the same line of work or similar job involving working with school children.

CONDITION OF EMPLOYMENT: A valid South Dakota driver's license is a prerequisite. A valid South Dakota's driver's license must be maintained as a condition of employment, failure to do so may result in removal from the position.

PHYSICAL REQUIREMENTS: Good distant vision in one eye and ability to read without strain printed material the size of typewritten characters are required, glasses permitted. Ability to hear the conversational voice, with or without a hearing aid is required, except that some positions maybe suitable for persons who are blind or deaf. In most instances, an amputation of arm, hand, leg or foot will not disqualify an applicant for appointment, although it may be necessary that this condition be compensated by use of satisfactory prosthesis. In addition, applicants must have mental and emotional stability.

This position requires normal physical activity with the work, field travel and to attendance at meetings and conferences from the duty station.

HOW TO APPLY: The following forms must be submitted in order to have a complete application:

1. Applicants may file using an OF-612, Application for Federal Employment, a resume or any other written format of the applicant's choice. In addition to the OF-612, applications, resumes or other written formats **MUST CONTAIN:** Job Announcement Number; Education; Work Experience (Position Title, Employment Dates, Salary); and Supervisor's name and telephone number. Also include information on other job qualifications and references. Application or resume must have original signature and current date.
http://www.opm.gov/forms/pdf_fill/of612.pdf
2. Form BIA 4432, Verification of Indian Preference for Employment, is required for claiming Indian Preference. The form must be completed by the appropriate official with the federally-recognized tribe where the applicant is enrolled as a member. No other form will be accepted.
3. College Transcript showing all courses taken to date. Credit for education will not be granted without verification.
4. Copy of most recent SF-50, Notification of Personnel Action, current or former Federal employees.
5. OF 306, Declaration for Federal Employment (Required).
6. Applicant Screening Questionnaire (Required).
7. Copy of valid South Dakota driver's license (Required).

NOTE: Persons submitting incomplete applications will be given credit only for the information they provide. It is the applicant's responsibility to submit all required documentation in support of their application in order to receive full credit for their Indian Preference, education, training and/or experience. ADDITIONAL INFORMATION WILL NOT BE SOLICITED BY THIS OFFICE.

Applications become part of the official record and will not be duplicated or returned. This office WILL fax vacancy announcements AND will accept telefaxed applications. Applicant's qualifications will be evaluated solely on the information submitted by them in their applications.

Applications and all accompanying documents must be received by the close of business (5:00 p.m. MST) on the closing date of the announcement. E-Mailed applications/resumes will NOT be accepted.

MAIL APPLICATIONS TO:

**Cheyenne-Eagle Butte School
Administration
P.O. Box 672
Eagle Butte, SD 57625**

FOR ADDITIONAL INFORMATION: Contact Nickie Shepherd, Business Technician (HR) at (605) 964-8777