Learning Center/Career Services Program Coordinator II

**Department:** Learning Center  
**Position:** Full-time  
**Wage:** $13.63-$16.044 per hour entry plus complete benefit package  
**Union Affiliation:** Montana Public Employees Association  
**Posting Date:** October 2015

**Description**

This position is responsible for the overall administration, financial and program management duties of both programs. This position provides overall direction of the programs, including budget tracking, supervision of tutors, coordination of schedules, publicizing services to the campus and outside resources, working with current students on career planning and providing guidance with career choices, providing information regarding usage of program resources as well as data related to accreditation and graduation. This position will work closely with designated faculty members to provide training for the tutors in the learning center. The position is a full time, 12 month, classified position reporting to the Director of Student Success.

**Qualifications**

**Required:**
- Bachelor’s degree
- Experience assisting and counseling students/clients with job search strategies
- Experience with supervising student workers
- Experience with program management
- Demonstrated ability to work effectively with people
- Excellent interpersonal communication skills
- Excellent oral and written skills
- Excellent organizational skills
- Proficiency in using computers; spreadsheets, databases, and word processing software
- Ability to work independently
- Ability to manage multiple priorities and tasks.

**Desired:**
- Experience working in a higher education setting
- Experience coordinating the responsibilities of a professional office
- Experience in administering a standardized testing program
- Knowledge of best practices in tutoring
- Master’s degree in related field
- Good understanding and experience of standard Career Development work
Position Description

Career Services responsibilities:
- Provide assistance to Western students and alumni through one-on-one career counseling and workshops on career exploration, resume and cover letter preparation, and job search skills;
- Work with faculty, staff and employers to ensure effective career services for Western students and alumni;
- Distribute, collect, compile and analyze results of graduate and employer surveys;
- Maintain the career library, including information on employment trends and markets;
- Provide day to day oversight of the program office and budget;
- Work with undecided students, students transitioning from two-year to four-year degree programs or to the work-world, and graduating students;
- Maintain a Career Development presence on the university website;
- Participate in summer and fall registration (Ready 2 Rock Days) and orientation programs for first year students;
- Provide training to students and faculty on the use of Optimal Resume;
- Manage the budget for the career services program;
- Coordinate the testing services on the campus for all standardized tests.

Learning center responsibilities:
- Coordinate tutoring program;
- Complete interview process with each tutor to include personal interview, checking references and hiring paperwork;
- Coordinate training with faculty members from various departments;
- Set up work schedules for tutors;
- Advertise tutors’ schedules, workshops and information;
- Maintain records of student contact and tutor time;
- Provide financial and usage data needed for grants and other funding sources;
- Turn in payroll forms for tutors;
- Participate in evening and week-end activities as needed.

The successful candidate will work closely with the Director of the Office of Student Success, as well as with excellent colleagues in the Academic Advising and TRiO Student Services offices. S/he will be a member of a collaborative team dedicated to creatively supporting and maximizing student retention and success. The team members work forty regular hours per week, as well as occasional evenings and weekend days when vital. The University of Montana Western, with 1300 undergraduate students, emphasizes experiential learning in a block scheduling system in which students take one class at a time, each lasting three hours per day, five days per week, 18 intensive days at a time.
Application

Applications must include a letter addressing the qualifications for the position; a resume; and the names and contact information of three references. Please send applications to:

Ilene Cohen
The University of Montana Western, Box 51
710 South Atlantic Street
Dillon, MT 59725

For questions, contact Ilene Cohen at (406) 683-7311 or llene.cohen@umwestern.edu. Applications are due by November 30, 2015.

The University & Dillon Area

The University of Montana Western, located in Dillon, Mont., is an innovative institution nestled in a scenic valley in the Rocky Mountains of south western Montana. The campus Full-Time Equivalent (FTE) for student enrollment is approximately 1,289. Montana Western has over 60 FTE faculty members, features small cases for all students and has been recognized for excellence by U.S. News and World Report. Montana Western’s small size and focus on education innovation have earned it the reputation of being a place where faculty and staff chose to collegially and creatively make a difference in the education of students. Montana Western is the first and only public four-year college in the nation to use block scheduling in which students take a single class at a time. This immersion learning program facilitates increased opportunities for experiential types of learning.

The mission of the University of Montana Western is to provide innovative interdisciplinary education through experiential learning that combines theory and practice. Montana Western services citizens of all ages with its academic, community service, and lifelong-learning programs. As part of the global community, Montana Western encourages diversity, international awareness, environmental responsibility, and mastery of technology as a gateway to the world.

Dillon, a community of 5,000 people, is known for outstanding public schools, safe environments, recreational opportunities and an excellent quality of life.

*The University of Montana Western is an equal opportunity/affirmative action employer and encourages applications from qualified women, minorities, veterans and people with disabilities. Qualified candidates may request veterans, or disabilities preference in accordance with state law. Reasonable accommodations are provided in the hiring process for persons with disabilities. Finalists for this position will be subject to a criminal background investigation.*