STAFF VACANCY ANNOUNCEMENT

**Part Time Outreach Coordinator**

**Department:** School of Outreach  
**Position:** Part-time (19 hours/week. Not benefit eligible)  
**Wage:** $12.000-$13.30 per hour  
**Posting Date:** August 2015

**Description**

The University of Montana Western’s School of Outreach invites applications for a part-time program coordinator. The position will carry out the School of Outreach mission to provide high quality learning opportunities to citizens of all ages. This position is part of a program development team that reports to the Dean of Outreach.

**Qualifications**

- College degree preferred  
- Evidence of strong writing skills  
- Evidence of strong organizational, time-management, customer-service, and problem solving skills  
- Attention to detail  
- Enthusiastic, self-starter  
- Preference may be granted to candidates who demonstrate experience with student enrollment systems, web development, and social media applications.

**Responsibilities**

- Design, plan, and coordinate program services and activities for traditional and non-traditional student populations. Must be capable of managing multiple program demands in a fast-based environment with frequent interruptions.  
- Accept, review and submit for approval, course proposals for non-credit offerings.  
- Build and maintain relationships with academic departments, faculty, students, and community members. Must be friendly, discrete, and professional.  
- Assist and advise students enrolling in Outreach offerings. Must develop knowledge of campus admission, registration and fee payment procedures.  
- Utilize technology applications to market programs, enroll students, deliver services, track enrollments, and monitor success. Must already possess strong Microsoft Office skills and be willing to learn publication, learning management, and student enrollment software applications.  
- Assist with data management. Compile data for reporting purposes.
Negotiate contracts with persons teaching non-credit courses. Must adhere to established campus contracting procedures and budgeting principles.

Work as a team member, accepting shared unit tasks as assigned.

Application

To apply, please complete a State of Montana Job Application (available at http://wsd.dli.mt.gov/service/app.asp or through the Montana Job Service), a letter of application and a cover letter specifically addressing the qualifications and duties described above. Finalists for this position may be subject to a criminal background investigation. Also include the names, addresses, and phone numbers of three (3) professional references. Submit application materials to:

School of Outreach
The University of Montana Western
710 South Atlantic Street
Dillon, MT 59725

Review of applications begins on August 31, 2015 and will continue until the position is filled.

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.