STAFF VACANCY ANNOUNCEMENT

Administrative Assistant for Registrar Services (Administrative Associate II)

**Department:** Registrar’s Office  
**Position:** Full-time  
**Wage:** $10/hour  
**Union Affiliation:** Montana Public Employees Association  
**Posting Date:** September 2013

**Description**

The Administrative Assistant for Registrar Services works in the Registrar and Institutional Research Office and reports to the registrar. This person provides support to the registrar and registrar-related services and is responsible for providing direct customer service at the registrar service window; transcript and enrollment verification processing; and general clerical duties related to the office, including but not limited to: registrar mail distribution, managing the general registrar e-mail account, phones, record keeping and filing. During key seasons such as commencement and registration, this position may be required to work outside of normal office hours (including evenings and weekends).

The position is responsible for:

- Performing clerical support services for the UMW Registrar’s Office including: answering phones, mail distribution, stocking forms, filing and assuring confidentiality of materials.

- Processing student record requests including but not limited to transcripts, enrollment verifications and academic file requests.

- Assisting with registration preparations, including but not limited to the preparation of registration materials, registering and processing change of schedules, BANNER system set up and reviewing appeal procedures with students.

- Assisting with graduation preparation including but not limited to preparing graduation materials and packets, data entry and support during the commencement ceremony.

- Providing data entry support and organization for institutional research and the MUS Data Warehouse.

- Maintaining student schedule conflict and appeal procedure support including overloading credits and double blocking and determining that appeal materials are gathered, received and provided to the registrar prior to appeal meetings.
• Cash record keeping including the weekly submission of processes to the Business Office.

• Assisting in maintaining and updating web pages.

• Processing and filing grade changes and updates.

• Working with the Registrar to oversee document scanning, data and record maintenance projects for the office.

• Other duties as assigned.

Qualifications
The successful candidate will possess:

• An associate’s degree or related experience

• Excellent customer service skills

• Proficiency in using computers, spreadsheets and word processing software

• Exceptional organization and detail-oriented skills

• High quality written and oral communication

• The ability to work effectively under pressure and maintain a pleasant demeanor

• The ability to coordinate work activities with others

• The ability to maintain confidentiality

Application
To apply, please complete a State of Montana Job Application, a letter of application specifically addressing the qualifications and responsibilities described above and a detailed resume. Finalists for this position will be subject to a criminal background investigation. Also include the names, addresses and phone numbers of three professional references. Submit application materials by 5 p.m. Oct. 11 to:

Charity Walters
The University of Montana Western
710 South Atlantic St.
Dillon, Mont. 59725-3598
The University and 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 southwestern Montana. The current campus student headcount is 1,447 and the Full-Time Equivalent (FTE) for student enrollment is approximately 1,392.

Montana Western has over 60 FTE faculty members, features small classes 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.