Administrative Associate II

Department: Admissions  
Position: Full-time  
Wage: $10.20 – 12.00 per hour entry plus complete benefit package  
Union Affiliation: MPEA  
Posting Date: May 2015

Description

The Administrative Associate II answers calls and transfers callers to appropriate departments and facilitates the best means of communication and customer service; provides detailed information to telephone inquirers and visitors regarding admissions procedures and policies as well as general university programs and functions; maintains office appointment schedules for all admissions staff, schedules tours and confirms appointments and tours; creates and edits correspondence; runs and formats reports; performs general office duties including copying, faxing and filing; processes incoming and outgoing mail and distributes correspondence; greets guests; maintains inventory of office supplies for the admissions office and orders supplies as necessary; performs accurate and consistent data entry; supervises work study students; assists with event planning and management; serves as office manager and performs other duties as assigned.

Specific duties include:

- Providing a superior level of customer service;
- Greeting campus visitors;
- Answering calls and transferring callers to appropriate departments and facilitating the best means of communication and customer service;
- Providing detailed information to telephone inquirers and visitors regarding admissions procedures and policies as well as general university programs and functions;
- Maintaining office appointment schedules for all admissions staff, scheduling tours and confirming appointments and tours;
- Performing accurate and consistent data entry;
- Creating and editing correspondence;
- Running and formatting reports;
- Processing incoming and outgoing mail and distributing correspondence;
- Maintaining inventory of office supplies and ordering supplies;
- Supervising work study students;
- Assisting with event planning and management;
- Serving as office manager;
- Performing general office duties including copying, faxing and filing;
- Performing other duties as assigned.

Qualifications

The successful candidate will possess a minimum of an associate’s degree and a valid driver’s license.
This position requires knowledge of office operations, including multi-line phone usage, phone etiquette, file management, and business correspondence formats. The position also requires a high level of accuracy, a comprehensive understanding of data entry and data management, general knowledge of academic and administrative relationships and knowledge of secretarial science, procedures and set up.

Technical requirements include thorough understanding of the Windows suite, knowledge of budget management and an understanding of the admissions procedures specific to Montana Western. Some supervisory experience is especially beneficial. Event planning and management experience is also beneficial.

**Application**

Applications will be accepted beginning May 18, 2015 and the position will remain open until filled. The priority deadline for first round of reviews is June 1, 2015. Send letter of interest, resume, a photocopy of your valid driver’s license, and the names, phone numbers, e-mail and mailing addresses of three professional references to:

Director of Admissions,
The University of Montana Western
710 South Atlantic Street
Dillon, MT 59725.

Applicants must also fill out the State of Montana Employment Application in full found at: http://wsd.dli.mt.gov/service/app.asp

**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 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.*