Administrative Associate II

Department: Administration, Finance, Student Affairs and Human Resources
Position: Full-time
Wage: $10.20 – 12.00 per hour entry plus complete benefit package
Union Affiliation: None
Posting Date: April 2015

Description
Position serves as the administrative associate to the Office of Administration, Finance, Student Affairs and Human Resources as well as payroll/benefit technician. Under supervision of the Payroll/Benefits Supervisor performs data entry of payroll, personnel and benefit information into automated Human Resource Information System. Explains procedures and policies to staff, resolves procedural problems and knows and understands leave categories, benefit types and applicable state and federal payroll and personnel laws. Helps employees and retirees with payroll and benefit questions in a patient, courteous and confidential manner.

Performs clerical and administrative functions such as creating and editing correspondence, organizing and maintaining paper and electronic files, reconciling bills, running and formatting reports. Prepares budget spreadsheets and reports, posts information on website, edit the campus master plan, campus policy manual, employee handbook, NWCCU accreditation, contracts and leases. Makes travel arrangements, keeps appointment calendar and completes other administrative duties as assigned. Will meet, greet, direct and listen to problems from a variety of constituents with absolute confidentiality.

Qualifications
Must be highly skilled in Microsoft Excel and Word. Must have experience using an integrated enterprise or payroll software system. Must have ability to use problem solving skills and work independently in a fast paced office. Must have proven editing skills. Excellent customer service skills and the ability to keep all business confidential. Two years of post-secondary education and a completed degree are preferred. Banner system experience is preferred as is experience working in a state or university system.

The successful candidate must demonstrate:

- Two years of experience in an administrative support position including a thorough knowledge of office practices and procedures;
- Excellent organization skills, time management, confidentiality and multi-tasking skills;
- Excellent oral and written communication skills, and customer services and leadership skills;
- Proficiency with various software including but not limited to MS Office, Excel, Access, web creation tools and integrated software systems;
- Resourcefulness, critical thinking, analytical skills, collaboration and documentation skills;
- Basic knowledge of payroll and benefit processing;
- Basic knowledge of budget and accounting management.

**Application**

To apply, please complete a State of Montana Job Application and a letter of application 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:

Patricia Lake, Payroll/Benefits Supervisor  
The University of Montana Western  
710 South Atlantic Street  
Dillon, MT 59725

For questions, call (406) 683-7031. Review of applications will begin on May 15, 2015, however the position will remain open until 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.*