Administrative Associate II – Athletic Department Business Manager and Assistant to the Athletic Director

Department: Athletics
Position: Full-time, June and July as needed
Wage: $11.47 – 12.00 per hour entry plus complete benefit package
Union Affiliation: Montana Public Employees’ Association
Posting Date: May 2015

Description
The Assistant to the Athletic Director and Business Manager provides support to the Athletic Director and athletic department staff in the following areas:

- Serving as office manager
- Providing superior level of customer service
- Answering calls and addressing in-face inquiries regarding the intercollegiate athletics program and recreation facilities and general university procedures
- Providing detailed information and referrals to appropriate members of the athletic department and university staff
- Performing accurate and consistent data entry
- Creating and editing correspondence materials
- Knowing travel procedures and coordinating and maintaining travel forms
- Coordinating payment of invoices
- Coordinating and maintaining student-athlete aid records
- Processing in-coming and out-going mail
- Supervising student workers
- Managing cash funds
- Performing general office duties including copying, faxing, scanning, and filing
- Serving as concessions and ticketing manager at Bulldog Athletic Department events
- Performing other duties as assigned

Minimum Qualifications
- Two years of post-secondary education
- Excellent organizational skills, time management and multi-tasking skills
- Excellent oral and written communication skills and customer service
- Proficiency with various software including but not limited to MS Office, Excel, Access, web creation tools, and integrated software systems
- Resourceful, critical thinking, analytical skills, collaboration and documentation skills with regard to technology
**Preferred Qualifications**

- Bachelor’s degree
- Experience in an administrative support position, which include knowledge of office practices and procedures
- Experience managing cash funds
- Knowledge of budget management
- Supervisory or team leadership experience
- Understanding of the operations and procedures of an intercollegiate athletic department

**Application**

Complete the State of Montana Job Application, a cover letter and resume specifically addressing the qualifications and duties described in the job description. Include the names, addresses, and contact numbers of three professional references. Finalists for the position may be subject to a criminal background investigation. Submit materials to:

Ryan Nourse, Athletic Director  
The University of Montana Western  
710 South Atlantic Street  
Dillon, MT 59725

You may send materials electronically to ryan.nourse@umwestern.edu. No phone calls please.

Applications accepted until June 15.  
Review of applications will begin immediately.

**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 southwestern 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.*