STAFF VACANCY ANNOUNCEMENT

Computer/Technical Support

Department: Information and Technology Services (ITS)
Position: Part-time, permanent
Posting Date: July 2013
Wage: $10.138–$12.166 per hour plus full benefit package
Union Affiliation: Montana Public Employees Association

Description

Perform duties in the University of Montana Western Swysgood Technology Center (STC) including using various software applications; assume responsibility for supervision of the STC during required evening and weekend hours; assume responsibility for supervising student workers during work hours; interact with all STC users by providing quality service and information. Flexibility to work on special projects as assigned.

Required evening and weekend hours during the academic year. Approximately five-eighths time (20-28 hours per week). Work schedule will vary based on the academic calendar.

Required Qualifications

- High school education and three years of work experience serving the public.
- Working knowledge of various software applications including Microsoft Office.
- Excellent oral and written communication skills.
- Possess a can do attitude, be service oriented and provide excellent customer service.
- Ability to positively contribute to and participate in a teamwork environment.

Preferred Qualifications

- Technical support experience.
- Inventory automation and systems experience.
- Experience with web applications (Moodle, eMail and Banner).
- Ability to provide basic troubleshooting of printers, software and operating systems.
Application

To be considered for this position, please submit the following: 1) a letter of application stating reasons for interest in the position and addressing the desired qualifications; 2) a resume listing educational background and employment; and 3) names, addresses and telephone numbers of three references to:

   Dorothy Seymour, payroll/benefits manager
   The University of Montana Western
   Business Services
   710 S. Atlantic St.
   Dillon, Mont. 59725

Please send electronic copies (limit to six PDF pages) or alternatively send hard copies of all application materials to: d_seymour@umwestern.edu.

Review of applications will begin immediately and continue until the position is filled.

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, Vietnam era veterans and people with disabilities. This position is eligible for veteran’s preference in accordance with State law. Finalists for this position will be subject to a criminal background investigation.