Staff Vacancy Announcement

Management Analyst/Administrative Associate

Department: School of Outreach
Position: Full-time, classified position with Montana University System benefits package
Salary: $12.066 - $14.479 per hour, depending on experience
Union Affiliation: Montana Public Employees Association
Posting Date: April 2013

Description
The University of Montana Western School of Outreach invites applications for an ambitious, energetic and creative management analyst/administrative associate. The position provides mid- to high-level administrative support for up to seven staff members working on discrete programs with the shared mission to provide high-quality learning opportunities to citizens of all ages. The position utilizes advanced analyst skills to evaluate and improve administrative processes. The position reports to the Dean of Outreach.

Responsibilities
• Process and track travel forms, invoices, Procard expenses and reimbursement requests.
• Manage centralized filing system and perform routine clerical tasks.
• Answer a multiline phone system.
• Utilize advanced features of word processing and data management software (e.g., form creation, data analysis using pivot tables and advanced formulas, cross document links, importing and exporting database reports).
• Coordinate staff schedules, program offerings and course registrations.
• Maintain content on School of Outreach website.
• Manage multiple program demands in a high-profile environment with frequent interruptions.
• Build and maintain positive relationships with administrative offices, academic departments, faculty, students and the general public in a friendly, discrete and professional manner.
• Must develop general knowledge of campus office functions (Registrar, Business Services and Admissions), program requirements, and registration and fee payment procedures.
• Utilize enterprise software applications to market programs, enroll students, deliver services, track enrollments and monitor departmental successes. Must already possess strong Microsoft Office skills and be willing to learn publication (InDesign), learning management (Moodle), program enrollment (Banner and El-star), communications (SharePoint) and web management (Joomla!) software applications. Must interface with Information Technology Services Office to model data and processes, refine reports, automate business processes and create user stories.
• Identify, analyze and prepare data and system information with the goal of improving administrative processes.
• Work as a team member, accepting unit tasks as assigned.

Qualifications
• Two years of administrative experience.
• Evidence of strong writing skills.
• Experience writing online content for the web or electronic media is preferred.
• Evidence of strong organizational, time-management, customer-service and problem solving skills.
• Attention to detail.
• Demonstrated proficiency utilizing advanced features of Microsoft Word and Excel, data management and web software.
• Experience utilizing enterprise software is preferred.

Application
Send resume, cover letter and a list of three professional references with telephone numbers to

The School of Outreach
The University of Montana Western
710 South Atlantic St.
Dillon, Mont. 59725-3598

Review of applications will begin on May 14, 2013.

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 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.