STAFF VACANCY ANNOUNCEMENT

Program Coordinator I

Department: School of Outreach and Education Department
Position: Full-time
Wage: $11.33/hour
Union Affiliation: Montana Public Employees Association
Posting Date: Sept. 22, 2014

Description

This Program Coordinator I position serves half-time in the School of Outreach, and half-time in the Office of Field Experience and Student Teaching.

For the Office of Field Experience and Student Teaching, this Program Coordinator I will supervise a work-study student, will work in partnership with the director of the office and will coordinate the field placement program in that office.

In the School of Outreach, this individual will work with other employees of the School of Outreach and will coordinate the non-credit programs in that office. This Program Coordinator I will report directly to the Interim Director of the School of Outreach and to the Chair of the Education Department (currently the same individual).

Principal duties include, but are not limited to, the organization and completion of students’ placements in various K-12 field experiences and the supervision and support of payment to supervising teachers. In the School of Outreach, this position is responsible for the development, oversight, promotion and supervision of the School’s program of non-credit course offerings and events. Further duties include, but are not limited to: answering phone calls, filing, mailing, e-mail correspondence and record-keeping duties. Full benefits are included.

Responsibilities

- Maintain focus on strong student and client support and satisfaction
- Fulfill placement needs in prompt, efficient manner
- Provide electronic, phone and written communications related to field placement
- Support and oversee payments made to K-12 teachers who supervise teacher candidates
- Develop, oversee, promote and support non-credit course offerings and events
- Collaborate with other staff members in the School of Outreach in various clerical, promotional and programming tasks and activities
- Other duties as assigned
Qualifications

- Excellent people skills
- Strong organizational skills
- Solid task-management skills
- Ability to work in an independent and self-regulating manner
- Ability to communicate with students, education professionals, faculty and community members
- Strong computer skills, especially using spreadsheet, word processing, and learning management software in preparing and managing reports, payroll packets and other documents and tools.
- Bachelor’s degree in education preferred. Bachelor’s degree in another field will be considered, as will a two-year degree in education or in a related field.

Program Description

The School of Outreach embodies Montana Western’s mission of serving citizens of all ages and backgrounds with academic and community service, as well as lifelong learning programs extending beyond traditional university course offerings. The School of Outreach oversees and facilitates all off-campus, continuing education, non-credit, and special learning programs. A diverse range of credit, non-credit, grant-funded, self-supporting, and sponsored programs are offered at locations on and off campus as well as online. Spring, summer, and fall sessions are offered days, nights, and on weekends.

The Office of Field Placement and Student Teaching of the Education Department at the University of Montana Western is responsible for providing clinical experiences at a variety of levels for all students in the Teacher Education Program (TEP). Clinical experiences, from field placements to student teaching assignments, are as essential to learning about the teaching profession as are the courses that teacher candidates take. The Office of Field Placement and Student Teaching supports pre-service teachers through clinical placements that provide a rich source of experiential learning about the teaching profession.

Application

To apply, please complete a State of Montana Job Application, and a letter of application that specifically addresses the qualifications and responsibilities described above. Please also submit a detailed resume. Include the names, addresses, and phone numbers of three professional references.

Finalists for this position will be subject to a criminal background investigation.

Review of application materials will begin on October 10, 2014, and will continue until the position is filled.

Dr. Laura Straus
Interim Director of the School of Outreach
The University of Montana Western
710 South Atlantic Street
Dillon, Montana, 59725
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.