Staff Vacancy Announcement

Admissions Representative I

Department: Admissions
Position: Full-time
Wage: $10.79/hour with full benefits
Union Affiliation: Montana Public Employees Association
Posting Date: April 2013

Description
The University of Montana Western is accepting applications for an Admissions Representative I position. This position is responsible for the recruitment and enrollment of qualified and talented students.

Responsibilities include extensive travel to high schools and college fairs primarily in the West and Northwest states, interviewing prospective students, building relationships with families, public speaking, application review and follow-up, coordination of campus visit programs, database management and other admissions-related duties. The position reports to the Director of Enrollment Services.

Qualifications
A bachelor's degree and a valid driver's license are required. A demonstrated ability to meet goals and substantive involvement with university life or other university-related work experience (or equivalent customer service, database management and event planning experience) is required. Experience in an admissions office is preferred.

A working knowledge of the block schedule (Experience One), the environment of southwest Montana and the majors offered at Montana Western is preferred. The successful candidate should have excellent demonstrated abilities in:

- Building and maintaining working relationships with college-aged students;
- Data entry within the Banner program;
- Working knowledge of Windows Access and Excel databases
- And organization of on- and off-campus activities and projects.
Application

Applications will be accepted beginning April 22, 2013. The position will remain open until filled. The priority deadline for the first round of reviews is April 29, 2013.

Applicants must also completely fill out the State of Montana Employment Application found at: http://my.umwestern.edu/administration/business/hr/page3.htm.

Send a letter of interest, resume, a photocopy of a valid driver’s license and the names, phone numbers and addresses of three professional references to: Director of Enrollment Services, The University of Montana Western, 710 South Atlantic Street, Dillon, MT 59725.

Send application materials to:

    Director of Enrollment Services
    The University of Montana Western
    710 South Atlantic St.
    Dillon, Mont. 59725

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.