STAFF VACANCY ANNOUNCEMENT

Administrative Associate II – Bulldog Card Manager/Special Projects

Department: Residence Life Office  
Position: Full-time  
Wage: $10.00-$12.00 per hour, benefits  
Union Affiliation: Montana Public Employees Association  
Posting Date: December 13, 2013

Description

Provide excellent customer service to assist customers over the telephone, in person, and via written communication to obtain Bulldog Cards, process transactions, troubleshoot cardholder issues and answer campus related questions. Position is required to work some weekends and longer hours to manage specific events.

- Assist with compiling reports, statistical analysis and strategies for promotion of the Bulldog Card program.
- Manage orientation, Ready2Rock, special events, summer conference cards and programming.
- Assist with special projects and office coverage in residence life office.
- Set up and troubleshoot card system hardware and equipment.
- Oversee all financial transactions and maintain daily reconciliation of cash and credit card collections. Maintain accurate records and files while maintaining strict confidentiality.
- Process deposits accurately and in a timely manner. Maintain an understanding of stored value accounts, board plans, door access plans and event plans.
- Assist with the supervision, hiring, evaluation and training of student staff.
- Assist with Student Affairs special projects assigned by the Dean of Students or Director of Residence Life.
- Assist with residence life office coverage and duties as assigned by the Director of Residence Life.
Qualifications

Demonstrated skills and ability to operate personal computers and related word processing, spreadsheets and database software. Operate standard office equipment such as printers, copiers, fax, scanner and multi-line phone system. Banner system experience preferred. Two years of post-secondary education. A completed degree is preferred.

- Ability to learn new software and hardware and the capability to understand the interactions between specific applications and related hardware.
- Demonstrated experience in cash handling and balancing a cash drawer.
- Ability to gather, analyze and summarize data and make recommendations on data driven decisions.
- Demonstrated ability to understand and follow written and/or oral instructions or multi-step procedures.
- Perform mathematical computations. Code and/or complete routine documents and forms.
- Ability to exchange technical information and maintain effective working relationships with employees, students, campus departments and the general public to resolve issues.

Physical Demands

The Residence Life office is a fast paced and sometimes stressful environment. During peak times long lines form and require standing for long periods of time. Troubleshooting requires minor physical exertion and dexterity to track power cords, cat-5 and RS-485 cables, to carry and install replacement Bulldog Card readers and peripherals. Extra and unusual work hours are occasionally required. Employees are expected to be able to travel to off-campus locations, lift equipment and tools weighing up to 50 lbs. and work in confined and difficult to access areas.

Application

To apply, complete a State of Montana Job Application, a letter of application, which specifically addresses the qualifications and duties described above, and the names, addresses and phone numbers of three professional references. Submit application materials by Jan. 3, 2014.

Send application materials to:

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

Contact 683-7664 with additional questions.

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, 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.