STAFF VACANCY ANNOUNCEMENT

ADMINISTRATIVE ASSOCIATE I

Department: Business and Campus Services  
Position: Full-time, permanent, full benefits  
Wage: $10.25/hour  
Union Affiliation: Montana Public Employees Association  
Posting Date: December 16, 2013  

Description

This is a floating Administrative Assistant I position that will assist in several different departments in Business and Campus Services on an as needed basis. This position will require a person with high energy who has the flexibility to work in several different locations on a rotating schedule. Occasionally, this position will be required to assist in a department on short notice. The required qualifications are:

Qualifications

High School Diploma required, two or more years of work experience in a related field required, experience or knowledge of Microsoft Word and Excel and database systems with willingness to learn new systems required.

The successful candidate will also possess demonstrated:

- Work ethic and professionalism  
- Ability to be flexible  
- Data entry skills  
- Ability to work effectively under pressure of deadlines, interruptions and heavy workload  
- Organizational skills to prioritize work and complete assignments in an accurate and timely manner  
- Effective communication skills  
- Ability to effectively and tactfully interact with diverse groups of people and work effectively in a team situation  
- Ability to lift 50 pounds and move 100 pounds using various equipment

Preferred Qualifications

- Cashier experience  
- Associate or higher degree

The position will work in the following departments:

- Traffic Control – The position will monitor parking areas, issue tickets for violations and take photos of all written violations.  
- Mailroom – Primary duties will be to process incoming and outgoing mail at the campus mailroom.  
- Bookstore – Position will process orders and handle basic accounting and POS duties.  
- Printing & Graphics – Primary duties will be to learn the proper operation and maintenance of the copy, tabbing, collating, labeling and inserting machines and completing various jobs involving these machines.
• **Business Services** – This position will be responsible for basic cashier duties in regard to student accounts.

• **Campus Stores** – Assist the Campus Store manager in shelving deliveries of ordered goods, marking those goods with proper inventory numbers and entering purchases into the campus inventory program.

**Application**

To be considered for this position, please submit the following: 1) Letter of Application addressing the desired qualifications, 2) Completed and signed State of Montana Application for Employment (PD-25), 3) Names, addresses and telephone numbers of three current professional references to:

Dorothy Seymour, Pay/Benefits Specialist  
The University of Montana Western  
Business Services  
710 South Atlantic  
Dillon, Montana 59725

Application deadline is **January 14, 2014**

**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.*