Administrative Associate II

College of Letters, Sciences, & Professional Studies/Research & Graduate Studies

Review will March 26, 2015 and continue until position is filled
Permanent, Full-Time
$10.20/hour

Duties
Administrative Duties:
- Manage calendar and schedule meetings
- Coordinate large meetings from securing a location to distributing meeting notes
- Schedule travel/accommodations and assist with associated paperwork
- Draft and manage correspondence & associated filing
- Track and facilitate International cooperation agreements and travel
- Record faculty authors and publications
- Support and assist with arrangements, seminar announcements, and publicity for visitors, Montana Tech Public Speakers
- Other administrative support tasks as needed

Database Administration
- Interact with large institutional databases (BANNER, OREDIGGERWEB, USA.gov, Raiser’s Edge, etc.)
- Perform institutional research as requested
- Data mining and data analysis
  - Use MS Excel and MS Access, effectively
- Prepare and distribute reports from this data
- Construct and manage Qualtrics surveys and prepare reports based on the survey results
- Assist with fund/friend raising
- Keep track of and up on fundraising contacts and correspondence
- Track budgets, prepare and distribute budget reports

The individual in this position should have:
- Strong organizational skills
- Solid written, grammatical, proofreading, and editing skills
- Some database knowledge and experience
- The ability to maintain confidentiality

Knowledge, Skills & Education Required
- Proficient in Microsoft Outlook, Word, Excel, Mail-Merge, email, and Power Point
- Excellent written and verbal communications skills
- High School diploma/GED and a minimum two years of office administration
- Must be able to access an office via two flights of stairs multiple times a day
- Demonstrated and documentable ability in the broad range of administrative duties described above and in multitasking.

Preferred Education & Experience
- Associates Degree or Bachelor’s Degree
- Experience with some combination of BANNER, Moodle, Raiser’s Edge, Qualtrics, Adobe Professional, and MUS data warehouse
- Proficiency with Access or similar database software

How to Apply
To apply, please submit the following items:
- Cover letter which specifically addresses the above-mentioned qualifications
- Detailed resume
- Name and contact information for 3 professional references
- Authorization for Criminal Background Investigation

The items listed above should be sent to:
Montana Tech Personnel Office
1300 West Park Street
Butte, MT 59701
Phone: 406-496-4380 Fax: 406-496-4387 e-mail: cisakson@mtech.edu

As an Equal Employment Opportunity/Affirmative Action Employer, We Encourage Applications from Vietnam Era Veterans, Disabled Individuals, Minorities, and Women.