

Administrative Associate II

DEPARTMENT: Business & Information Technology/Geophysical Engineering

Employment Detail: Permanent, Full-Time

Applications received by April 21, 2017 will be guaranteed full review and consideration. Applications received after that date may be considered until an adequate applicant pool has been established.

DUTIES:

- Maintain confidentiality of records
- Maintain calendars; arrange and manage meetings, luncheons, graduation dinners, special events
- Plan and schedule travel arrangements
- Multi-task, organize, meet deadlines, attention to detail
- Maintain inventory of supplies and learn State purchasing practices
- Act with initiative to work on projects independently
- Create, compose, and edit written materials
- Microsoft Office, Banner, Adobe Acrobat, Moodle, Razer's Edge, Secretaries Data Warehouse
- Scan files and convert to PDF
- Understand the timecard procedures. Preparation and submission of timecards for faculty, staff, and student employees
- Maintain computer lab, keep supplies ordered
- Maintain and schedule ELC classrooms/conference rooms and post the respective schedules
- Record, document, and archive minutes at departmental meetings
- Recruitment and Alumni mailings
- Generate newsletters and bulk mail
- Design and update department web pages
- Preparation, follow up and the processing of forms for purchasing and travel
- General knowledge of office equipment (computers, scanners, printers, copiers, fax machines)
- Maintenance of mailing lists and correspondence records
- Tracking of expenditures
- Maintain and track assessment materials and help prepare assessment reports
- Archive existing paperwork in storage and update master list
- Support of Department Heads and Department Faculty
- ELC Building liaison for maintenance and safety
- Maintain a flexible schedule
- Other duties as assigned

REQUIRED QUALIFICATIONS:

- High School diploma/GED and a minimum of two years office administration experience

REQUIRED SKILLS:

- Experience in Microsoft Office
- Excellent written and verbal communication skills

PREFERRED QUALIFICATIONS:

- Associates Degree or Bachelor's Degree
- Ability to Maintain Webpages using Dreamweaver or other comparable web page design software
- Experience in Banner, Moodle, Razer's Edge, Adobe Acrobat, Dreamweaver (or other web page design software) and MUS Data Warehouse
- Proficient in Microsoft Outlook, Word, Excel, PowerPoint, Publisher
- Proficient with Mail-Merges
- Touch typing/keyboarding skills with speed and accuracy

To apply, please submit the following items:

1)Letter of application, 2) Resume', 3)Name and contact information for 3 professional references

The items listed above should be sent or e-mailed to:

Montana Tech Human Resources, 1300 West Park Street, Butte, MT 59701

e-mail: HumanResources@mtech.edu Phone: 406-496-4380 Fax: 406-496-4387

DA/EO/AA/VETERANS PREFERENC

Any offer of employment is contingent upon a satisfactory criminal background check.