Administrative Associate II

DEPARTMENT: Career Services
Employment Detail: Permanent, Full-Time
Review Date: May 20, 2016; however position will remain open until filled
Hiring Zone: $10.20 per hour
Union Affiliation: MPEA

DUTIES:
This position supports Career Services as a critical team member by assisting in the delivery of career and life-planning services to students, alumni and employers. The range of services provided by the office includes: individual career advising, workshops, special programs, career fairs, academic outreach, job search services, access to technology and resource referral. It is essential to create a welcoming environment and assist customers with their career needs.

This position assists students, faculty/staff, employers, and alumni through contact in-person, over the phone, and through email inquiries about Career Services and/or Montana Tech. Primary duties include: intensive data entry and research for jobs matching degrees offered at Montana Tech. Proactively communicate with students, recent grads and alumni about office services. Follow-up with information about various applicable services to current and prospective students, alumni, and employers. Oversee the alumni and subscription service, including budget, monthly reports and track outcomes. Direct the social media and website outreach of Career Services. Maintain the efficient operation of a busy on-campus office and assist with a high-level of support on projects from the team of staff members in Career Services.

REQUIRED QUALIFICATIONS:
Candidate must possess a high school diploma or equivalent and a minimum 3 years’ experience in an office environment or an Associate’s Degree or equivalent in related field

REQUIRED SKILLS:
Excellent customer service and interpersonal skills; detail-oriented; excellent communication (written, verbal and listening) skills; organization and prioritization skills; problem solving skills; database management and records maintenance skills, understanding office policies and procedures; assist with special events; and ability to gather data.

Candidate must possess a strong working knowledge of computers including database management, word processing, spreadsheets and the Internet. Candidate must possess the ability to work as a team player, as well as the ability to work independently and creatively solve problems. The successful candidate must have the knowledge and capability to operate standard office equipment. This position requires the ability to maintain confidentiality; deal with constant interruptions; and present professionalism in the workplace.

PREFERRED QUALIFICATIONS:
Knowledge and experience with higher education academic programs, support services, community resources and the university culture is preferred.

To apply, please submit the following items:
1) Cover Letter Specifically addressing the above qualifications
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

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

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