

Administrative Associate II

DEPARTMENT: Liberal Studies/PTC/Writing

Employment Detail: Permanent, Full-Time

Salary: \$11.00 - \$11.50/ Hour

Applications received by August 1, 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:

The position is responsible for handling the day-to-day operation of the department through answering and directing phone calls, replying to emails, directing visitors and creating and maintaining filing systems for department documentation. The position also assists faculty with support for scheduling travel and meetings, acting as recording secretary during meetings, and compiling and filing meeting minutes. This position will require extensive use of common office software including word processing, spreadsheet, and presentation applications as well as campus software for database, scheduling, budgeting and student record, registration and enrollment applications.

REQUIRED QUALIFICATIONS:

- High school diploma/GED
- Minimum of two years of office administration experience

REQUIRED SKILLS:

- Proficient in using Microsoft Outlook, Word, Excel, Mail Merge, PowerPoint, and Access
- Excellent written and verbal communication skills
- Ability to multi-task, organize, meet deadlines, and attend to detail
- Office location not accessible by elevator or ramp. Incumbent must be able to negotiate stairs several times per day and be able to carry 20 lbs. up two flights of stairs

PREFERRED QUALIFICATIONS:

- Associate or bachelor's degree
- Experience using Banner, Moodle, Razor's Edge, Adobe Acrobat, and MUS data warehouse
- Experience with web design
- Demonstrated ability to update web sites
- Demonstrated and documentable ability in the broad range of administrative duties described above

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

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