Administrative Associate II

DEPARTMENT: Nursing Department
Closing Date: Review will begin August 15, 2016 and continue until position is filled
Employment Detail: Permanent, Full-Time
Salary: $11.00/Hour

DUTIES:
The Administrative Associate (AA) will work in Montana Tech’s Nursing Department. This person provides support to the director, nursing faculty, and students (both prospective and currently enrolled) in the nursing program. Some of the other support services that this position provides includes, but is not limited to, compiling reports through collecting, aggregating, trending data, balancing the nursing department budget accounts, updating the master nursing class schedule each semester, managing telephone inquiries, scheduling appointment, acting as a liason between the north campus support services and the nursing faculty, and supervising the Nursing Department’s work-study students.

REQUIRED QUALIFICATIONS:
• High School Diploma or equivalent
• At least 6 months experience in customer service or in an office setting

REQUIRED SKILLS:
• Proficient in Microsoft Office.
• Excellent customer service skills.
• Excellent written and oral communication skills.
• Excellent organization skills and ability to multitask.

PREFERRED QUALIFICATIONS:
• Familiarity with the Montana Tech campus.
• Post-secondary education or three years related work experience in an office setting.

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.