
Administrative Associate IV

DEPARTMENT: Research Office
Closing Date: Review will begin December 30, 2016 and continue until filled
Employment Detail: Permanent, Full-Time
Hiring Zone: 14.045
Highly qualified individual may be eligible for higher rate of pay within policy and budgetary restrictions
Union Affiliation: MPEA

DUTIES:

- Research Administration
 - Responsible for day-to-day management and triage for Montana Tech's Office of Research.
 - Serves as back-up to Grant Support Manager, as needed, for pre-award processing.
 - Organizes and schedules regular training sessions on grant seeking, federal agency requirements, responsible research, PI training, and related Montana Tech procedures to faculty, staff, and MBMG researchers.
 - Manages the campus-wide undergraduate research program (academic year and summer), including financial aspects, and the Distinguished Researcher Award program. Supports the Seed Grant and Faculty Development Initiative programs.
 - Manages conflict-of-interest disclosure process and responsible research policies; maintains associated files, and prepares and submits associated reports.
 - Serves as the primary point of contact for the Research Office with auditors and as appropriate for the topic, arranges meetings pertinent to the topic to assist auditors.
- College of Letters, Sciences, & Professional Studies
 - Research and develop draft articulations with community and junior colleges for programs in CLSPS;
 - Research and develop drafts for full programs delivered in other Montana communities, e.g., computer science / software engineering degrees available to place-bound Helena students;
 - Analyze the results of the ETS Proficiency Profile Exam and prepare reports for the Montana Tech administration and departments/programs;
 - Develop spreadsheets analyzing the fall and spring semester course schedules for CLSPS departments;
 - Derive projected teaching loads for individual faculty by program from fall and spring course schedules;
 - Develop and maintain for each CLSPS faculty an annual full bibliographic database of highest degree, rank, tenure status, CLSPS faculty teaching loads, articles published in peer reviewed journals, articles published in non-peer reviewed journals, proceedings published, papers presented (both invited and other), honors and awards, grants applied for, grants funded;
- Communication and Outreach
 - Manages Montana Tech's Research Office web site.
 - Maintain the CLSPS College web and Facebook pages;
 - Prepares Research Office Newsletters & Annual Report.
 - Manages logistics and arrangements for about 50% of speakers for Public Lectures @ Montana Tech, and publicizes and announces their presentations.
- Records Management
 - Responsible for managing and maintaining records and documentation systems for Montana Tech's Research Office.
 - Manages the Research Office transition from paper records to electronic records
- Office Management
 - Management of Research Office
 - Project & administrative support for Vice Chancellor for Research & Graduate Studies.

- Project & administrative support for the Dean of CLSPS
- Supervision of student workers(s) and administrative staff for the Research Office.

REQUIRED QUALIFICATIONS:

- Associate’s degree plus 7 years of applicable experience OR Bachelor’s degree plus 4 years of applicable experience.
- Experience with office management, MS Office software tools (e.g. Outlook, Word, Excel, Publisher, etc.), records management and travel arrangements
- Ability to supervise one or two student workers.
- Experience with customer service and organizing speakers and training events.
- Office location is NOT accessible. Incumbent must be able to negotiate stairs several times per day.

REQUIRED SKILLS:

- Ability to interface with and solve problems for undergraduates, graduate students, faculty, staff, campus leadership, and external agencies, entities, and sponsors.
- Excellent written and oral communication skills and organizational management skills,
- Ability to extract, analyze, and summarize Research Office and College of Letters, Sciences, and Professional Studies information for various purposes.
- Demonstrated experience with managing multiple concurrent priorities.

PREFERRED QUALIFICATIONS:

- Experience working in an institution of higher education.
- Experience applicable to supporting research-related activities, such as internal grant and research initiatives, intellectual property, non-disclosure agreements, and conflict-of-interest disclosure and tracking.
- Experience working in research administration.
- Familiarity with policies and IT systems used in the Montana University System and at Montana Tech.
- Web skills for keeping web site current.

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
 e-mail: HumanResources@mtech.edu Phone: 406-496-4380 Fax: 4

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

Montana Tech is committed to providing a working and learning environment free from discrimination. As such, the University does not discriminate in the admission, access to or conduct of its educational programs and activities nor in its employment policies and practices on the basis of race, color, religion, national origin, ethnicity, creed, service in the uniformed services (as defined in state and federal law), veteran status, gender, age, political beliefs, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation or preference. In support of the University’s mission to be inclusive and diverse, applications from qualified minorities, women, veterans and persons with disabilities are highly encouraged. Montana Tech makes accommodation for any known disability that may interfere with an applicant’s ability to compete in the hiring process or an employee’s ability to perform the duties of the job. In compliance with the Montana Veteran’s Employment Preference Act, Montana Tech provides preference in employment to veterans, disabled veterans, and certain eligible relatives of veterans. To claim veteran’s preference please complete the employment (veteran’s) preference form located on the employment page. To request an accommodation, contact Cathy Isakson 406-496-4380; cisakson@mtech.edu