Admissions Evaluator III

DEPARTMENT: Office of Enrollment Services

Closing Date: Review will begin December 7, 2016 and continue until position is filled

Employment Detail: Permanent; Full-Time

Hiring Zone: $12.499 (Training Assignment) $13.88 (after 6 months)

Union Affiliation: MPEA

DUTIES:
The Enrollment Specialist (ES) in Montana Tech’s Office of Enrollment Services will be responsible for assisting current and prospective students in all processes affecting the student’s enrollment. These processes include: applying for admission, scholarships, and financial aid; registering for, dropping and/or adding classes; exiting college through graduation, withdrawal or transfer. The ES will be responsible for teaching students, faculty and staff how to use on-line services to self-manage enrollment whenever possible. Further, the ES will advise students as to the consequences of any change in enrollment and refer the student to a specialist when necessary. This position will specialize in transfer credit evaluations and Veterans Education benefits.

REQUIRED QUALIFICATIONS:

- High School Diploma or equivalent
- Proficient in with MS Word and Excel.
- A minimum of 6 months experience in customer service

REQUIRED SKILLS:

- Experience working with diverse groups of people.
- Desire to work in a fast-paced environment and ability to multi-task.
- Excellent customer service skills.
- Demonstrated written and oral communication skills.
- Excellent organization skills

PREFERRED QUALIFICATIONS:

- Knowledge of BANNER system and related experience.
- A bachelor’s degree from a regionally accredited college.
- Previous experience at an institution of higher education.

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
 Phone: 406-496-4380 Fax: 406-496-4387

e-mail: HumanResources@mtech.edu

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

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