Temporary Administrative Associate II

DEPARTMENT: Nursing
Closing Date: Review will begin February 11th and continue until position is filled
Employment Detail: Temporary; Part-Time (16 hours per week March 2016-Sept 2016)
Salary: $10.20/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, and trending data, managing telephone inquiries, scheduling appointment, acting as a liaison 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
- Demonstrated proficiency in Microsoft Office

REQUIRED SKILLS:
- 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.
- Six months office experience.
- Post-secondary education

To apply, please submit the following items:
- Cover letter which specifically addresses the above-mentioned qualifications. (an application that does not contain this separate cover letter will not be accepted)
- Resume’
- Name and contact information for 3 professional references who can speak to the applicants abilities.
- Authorization for Criminal Background Investigation

The items listed above should be sent or e-mailed to:
Montana Tech Personnel Office, 1300 West Park Street, Butte, MT 59701
e-mail: cisakson@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. An authorization for a criminal background check form must be submitted with application material www.mtech.edu/employment