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## Assistant to the Chancellor and/or Provost

DEPARTMENT: Chancellor's Office/Provost

Employment Detail: Permanent, Full-Time

Applications received by April 21, 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:

We are seeking two administrative assistants for the offices of the Chancellor and Provost. The two assistants will work both collaboratively and independently to ensure the efficient operation of the administration. One assistant will report to the Provost, the other will report to the Chancellor.

The Chancellor's and the Provost's Offices are co-located as the first point of contact. The Chancellor is the chief executive officer of Montana Tech and is highly visible in terms of the public. The Provost is the chief academic officer and serves as the Acting-Chancellor when the Chancellor is unavailable. Both offices require that the assistants be highly professional and positive. The positions will require the successful candidate to quickly learn the nuances and processes of Montana Tech and Montana University System. The positions require the skills and ability to handle questions, interruptions, emergencies, and confidential matters and to act in good judgment. The position requires that the person be able to work under pressure, handle stressful situations on occasion, and be available to handle assignments outside of normal working hours.

Because we are hiring two new assistants, and these are the only two assistants in the administrative office suite, we have not separated out duties. Rather, the list is inclusive of both offices with the expectation that the administrative assistants be able to work together and coordinate how the duties will be shared.

### DUTIES:

- Maintain Chancellor/Provost's calendar – schedule appointments; arrange meetings; monitor deadlines; make travel arrangements.
- Mail – Read incoming mail and determine what action should be taken on each item; direct items to appropriate individual or office, and prepare response where appropriate. Respond to routine requests.
- Prepare board items and submit for Board of Regents approval.
- Prepare Professional Employment Contracts.
- Receive verbal and written inquiries from various sources and respond or direct to appropriate respondent.
- Act as intermediary for individuals seeking access, information, or permission from Chancellor/Provost.
- Coordinate commencement:
  - Draft letters to individuals receiving awards
  - Make arrangements for Commencement speaker and other awardees
  - Send out invitations
  - Arrange for appropriate academic dress for all members of the Platform Party
  - Prepare complete script for commencement
  - Prepare academic line of march

- Research and gather information for campus publications.
- Delegate work to other persons or departments as appropriate.
- Monitor multiple budgets and authorize payments.
- Maintain employment related files for all faculty and professional staff.
- Prepare bi-monthly campus reports and other ad hoc reports as requested for Board of Regents meetings.
- Coordinate Campus and Community Functions.
- Prepare and distribute a regular newsletter
- Provide editorial assistance on reports and letters.
- Arrange and coordinate vacation schedules to avoid having both persons gone at the same time.
- Other duties as assigned.

**REQUIRED QUALIFICATIONS:**

- Bachelor degree

**REQUIRED SKILLS:**

- Excellent oral, written communication, and customer service skills.
- Excellent computer skills including Excel and Word.
- Excellent customer relations skills.
- Exceptional attention to details.
- Absolute confidentiality as appropriate for the situation.

**PREFERRED QUALIFICATIONS:**

- Meeting minute taking skills.
- Significant experience in similar or related positions.
- Experience in a higher education 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](mailto:HumanResources@mtech.edu) Phone: 406-496-4380 Fax: 406-496-4387

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](mailto:cisakson@mtech.edu)

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