

Administrative Assistant II

DEPARTMENT: Mechanical & Civil Engineering

Employment Detail: Permanent/Full-Time

Salary: \$11.00 – \$11.50/hour

Applications received by July 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:

This position is for an Administrative Assistant with some Academic Advising responsibilities within the Department of Mechanical and Civil Engineering. The position is responsible for handling the day-to-day operation of the department through answering and directing phone calls, replying to emails, directing visitors and creating and maintaining filing systems for department documentation. The position also assists faculty with support for scheduling travel and meetings, acting as recording secretary during meetings, and compiling and filing meeting minutes. This position will require extensive use of common office software including word processing, spreadsheet, and presentation applications as well as campus software for database, scheduling, budgeting and student record, registration and enrollment applications. This position also assists in academic advising of students via a thorough understanding of department curricula and course prerequisites and sequences. This position will utilize BANNER and OrediggerWeb to access student records, test scores, and transcripts.

REQUIRED QUALIFICATIONS:

- High School Diploma + 3 years of office administration experience

REQUIRED SKILLS:

- Excellent organizational and problem solving skills
- Ability to multi-task and meet departmental deadlines
- Effective communication (verbal and written)
- Excellent customer service skills
- Proficiency with computer operation and a wide variety of software applications including word processing, spreadsheets, and databases

PREFERRED QUALIFICATIONS:

- Experience in higher education
- BANNER software experience
- OrediggerWeb experience
- Associate Degree

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.