

## Administrative Associate II

DEPARTMENT: Metallurgical & Materials Engineering

Employment Detail: Permanent, Full-Time

Hiring Zone: \$11.00/hour

**Highly qualified individual may be eligible for higher rate of pay within policy and budgetary restrictions**

Union Affiliation: MPEA

Applications received by April 15, 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 individual handles administrative, financial, and office management duties for the M&ME head/faculty, CAMP director/staff members and MatSci PhD director by planning and directing various duties in compliance with department, campus, state and federal policies and procedures.

Duties include: coordinating support functions for computers, printers, fax machines and copiers; purchasing chemicals and maintaining an accurate inventory; ordering equipment and supplies; completing and maintaining CAMP billing records; reconciling and resolving budget transactions for department, research and Foundation accounts; supervising student help; helping complete all assessment activities including faculty evaluations, student surveys, alumni questionnaires, etc.; completing all paperwork pertaining to extra-compensation forms, personnel acquisition requests, reimbursement forms, travel authorizations and arrangements, research reports, proposal applications, etc.; maintaining faculty/staff personnel files and student files; submitting properly-completed timecards for faculty, staff and student employees; and updating the department website and designing newsletter.

Office duties include: keeping and accessing student information and faculty and student class schedules; collecting and tracking student and alumni information; interpreting that information and reconciling/resolving problems as needed; scheduling meetings; answering phones and e-mails; taking messages; typing and word-processing; filing; photocopying; receiving and delivering daily mail including bulk mail; taking minutes of department and advisory board meetings; and completing student, faculty, alumni and industrial correspondences. Written correspondence is particularly important and includes fundraising, thank-you, recruiting and newsletters.

The individual in this position is often the first point-of-contact with a variety of people (prospective students, students, alumni, clients) and, as such, must be keen on public relations. Key to these relations are keeping student and alumni databases updated; working with Career Services to help with their employment (both permanent and temporary including internships); exercising discretion and judgment to develop, organize and resolve problems; having strong communication skills both written and oral; acting in a professional and courteous manner; being punctual including adhering to assigned working hours as well as occasional evening and weekend assignments; and having the ability to multitask to meet the various needs of the Department Head, Department Faculty and Staff, CAMP Director and Staff, and MatSci PhD Director. Position therefore requires knowledge of databases and programs as well as Department, campus, state and federal policies and procedures.

### REQUIRED QUALIFICATIONS:

- High School Diploma or Equivalent
- A high level of proficiency in the operation of a personal computer and a variety of software programs including Microsoft Word, Excel, Access PowerPoint and Outlook.
- At least three years of experience working in an office environment and possess general office and administrative procedures.

### REQUIRED SKILLS:

- Strong professional communication and organization skills
- Ability to maintain strong student and public relations

### PREFERRED QUALIFICATIONS:

- Associates Degree
- Knowledge of, desktop publishing graphic design and web page development
- Strong Supervisory skills
- Ability to learn various databases including UMDW Financial, Raiser's Edge, Chemical Inventory, and Student/alumni information Software

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

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