

Administrative Associate II

DEPARTMENT: Career Services
 Employment Detail: Permanent, Full-Time
 Hiring Zone: \$11.00
Highly qualified individual may be eligible for higher rate of pay within policy and budgetary restrictions
 Union Affiliation: MPEA

Applications received by May 26, 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 supports Career Services as a critical team member by assisting in the delivery of career and life-planning services to students, alumni, and employers. The range of services provided by the office includes: individual career advising, workshops, special programs, career fairs, academic outreach, job search services, access to technology and resource referral. It is essential to create a welcoming environment and assist customers from various backgrounds with their career needs.

This position serves as the front-line to assist students, faculty/staff, employers, and alumni through contact in-person, over the phone, and through email inquires about Career Services and/or Montana Tech. Primary duties include: intensive data entry and research for jobs matching degrees offered at Montana Tech. Proactively communicate with students, recent graduates, and alumni about office services. Follow-up with information about various applicable services to current and prospective students, alumni, and employers. Oversee the alumni and subscription service, including budget, monthly reports, and track outcomes. Direct the social media and website outreach of Career Services. Maintain the efficient operation of a busy on-campus office and assist with a high-level of support on events and projects from the team of staff members in Career Services.

- Strong working knowledge of computers including database management, word processing, spreadsheets, and the Internet, as well as knowledge and capability to operate standard office equipment.
- Problem solving skills and thinking of creative solutions.
- Ability to work as a team player, as well as the ability to work independently.
- High level of organization and prioritization skills to effectively deal with constant interruptions.
- Present professionalism in the workplace.
- Must be able to maintain confidentiality.
- Assist with special events and gathering data.

REQUIRED QUALIFICATIONS:

- A high school diploma or equivalent and a minimum 3 years' experience in an office environment Or
- An Associate's Degree or (a minimum of 60 earned college credits) in a related field.

REQUIRED SKILLS:

- Outstanding customer service and interpersonal skills;
- detail-oriented with a high level of organization and prioritization skills to effectively deal with constant interruptions;
- excellent communication (written, verbal, and listening) skills; and
- a strong understanding of office policies and procedures.

PREFERRED QUALIFICATIONS:

Knowledge and experience with higher education academic programs, support services, community resources, and the university culture is preferred.

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.