

Admissions Evaluator III

DEPARTMENT: Office of Enrollment Services
 Employment Detail: Permanent, Full-Time
 Hiring Zone: **\$ 12.499 (training assignment) to 13.88 (after 6 months)**

Union Affiliation: MPEA

Applications received by May 8, 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:

The Enrollment Specialist (ES) in Montana Tech's Office of Enrollment Services will be responsible for assisting current and prospective students in all processes affecting the student's enrollment. These processes include: applying for admission, scholarships, and financial aid; registering for, dropping and/or adding classes; exiting college through graduation, withdrawal or transfer. The ES will be responsible for teaching students, faculty and staff how to use on-line services to self-manage enrollment whenever possible. Further, the ES will advise students as to the consequences of any change in enrollment and refer the student to a specialist when necessary. A specialty will be assigned once commencement of duties begins.

REQUIRED QUALIFICATIONS:

- High School Diploma or equivalent
- Proficient in with MS Word and Excel.
- A minimum of 6 months experience in customer service

REQUIRED SKILLS:

- Experience working with diverse groups of people.
- Desire to work in a fast-paced environment and ability to multi-task.
- Excellent customer service skills.
- Demonstrated written and oral communication skills.
- Excellent organization skills

PREFERRED QUALIFICATIONS:

- Knowledge of BANNER system and related experience.
- A bachelor's degree from a regionally accredited college.
- Previous experience at an institution of higher education.

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.