

Program Manager

DEPARTMENT: Student Union
Employment Detail: Permanent, Full-Time
Hiring Zone: \$16.216

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

Applications received by May 31, 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:

Billing and Budget Analysis –

- Type contracts, quote rental and catering prices, and handling all follow-up related to events on campus
- General office duties including cash management and budget analysis
- Processing of external billing

Supervisory –

- Hiring, training, evaluating and supervision of custodial, administrative and student employees
- Supervising student activities and events through the SUB office

Management Responsibilities –

- Resource Scheduling Director for rooms on campus
- Manage inventory of resources for building
- Audiovisual/computer setups for meetings and conferences
- Assist with tear down and set ups of conference rooms
- Manage all after hour events and make sure they run smoothly
- Develop and maintain billing policies and procedures

Programming –

- Coordinate "First Year Experience" programs including Tech Days, Registration Days and Extended Orientation Programs
- Assist Associated Students of Montana Tech entities and clubs with issues and projects
- Occasionally work weekends and evenings.
- Maintain/update Student Union Web Page

REQUIRED QUALIFICATIONS:

- A combination of an Associate's Degree and experience or a Bachelor's Degree,
- Excellent computer skills in spreadsheets and word processing,

REQUIRED SKILLS:

- Must be highly motivated, high energy, organized and able to multi-task,
- Outstanding interpersonal communication skills,
- Able to lift and carry tables and chairs when large scale events are in place

PREFERRED QUALIFICATIONS:

- Experience in WEB design, and audio/visual knowledge,
- Experience in supervising and public relations,

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

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

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