# Program Assistant

**DEPARTMENT:** Athletics  
**Closing Date:** Review will begin February 3\(^{rd}\) and continue until position is filled  
**Employment Detail:** Permanent, Full-Time  
**Salary:** $10.71/hour

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<th>DUTIES:</th>
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<td>Manage day-to-day function of ticketing operation including season ticket distribution and reconciliation for events; Manage promotions for athletic events; Act as primary point of contact for department for phone and walk-in traffic. Assist with marketing and sports information. Assist Athletic Director and Associate Athletic Directors with daily functions. Must be able to work a flexible schedule including nights and weekends.</td>
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<th>REQUIRED QUALIFICATIONS:</th>
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| • High School Diploma or equivalent;  
• Experience coordinating programs and optimizing administrative processes;  
• Supervision experience; |

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<th>REQUIRED SKILLS:</th>
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| • Must have excellent oral and written communication skills;  
• Excellent Customer Service;  
• Ability to work in a team setting;  
• Proficient with Microsoft Office;  
• Must be able to work a flexible schedule which includes nights and weekends; |

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<th>PREFERRED QUALIFICATIONS:</th>
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<td>• Background in athletics and/or events;</td>
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To apply, please submit the following items:  
• Cover letter which specifically addresses the above-mentioned qualifications  
• Resume’  
• Name and contact information for 3 professional references  
• Authorization for Criminal Background Investigation

**The items listed above should be sent or e-mailed to:**  
Montana Tech Personnel Office, 1300 West Park Street, Butte, MT 59701  
e-mail: cisakson@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. An authorization for a criminal background check form must be submitted with application material [www.mtech.edu/employment](http://www.mtech.edu/employment)