

NOTICE
NOTE TO PROSPECTIVE APPLICANTS

Thank you for your interest in employment at Montana State University Billings! We welcome your application materials and appreciate your desire to work at MSU Billings.

The screening committee will begin its review of all applications after the review date listed on the vacancy announcement. Once the screening committee has completed its review of the applications, a list of finalists will be identified and invited for phone or personal interview. The review process takes a minimum of one week after the posted review date. Applicants who are not selected for an interview will be notified in writing once the recruitment process has concluded.

We recommend that you make and keep a copy of all materials you submit in the application process, as we are not able to return them to you nor will we be able to make a copy for you at a later date.

Persons with disabilities can request accommodations in the hiring and employment processes by contacting Human Resources at (406) 657-2278.

Please contact us if you have questions about our recruitment/screening process. Thanks again for your interest!



POSITION: **DATA TECHNICIAN (PROGRAM
COORDINATOR I)**
Search #1264DEC
Full Time, Classified Hourly Position

DEPARTMENT: **Career Services**
Division of Student Affairs

DATE TO START: As soon as possible after closing

STARTING SALARY: \$11.331 per hour plus benefits

BARGAINING UNIT: Montana Public Employees' Association (MPEA)

Montana State University Billings is the third largest University in Montana and is located in Montana's largest city. The Senior campus, College of Technology and Downtown campus together are home to approximately 5,500 students. The University has five colleges, which offer a wide variety of degree programs to its

students. Montana State University-Billings employs approximately 500 employees, who together work hard to create an outstanding University.

DESCRIPTION: This position is responsible for all Cooperative Education documentation: creating an Employee Transaction Form for each faculty supervisor and monitoring stipends; creating and compiling electronic evaluations that are completed by student, faculty, and employer for each internship; updating and posting internship vacancies on the web; entering Banner student registration data. Additionally, the data technician creates the annual graduation survey in CareerLink, exporting responses to Access and reporting data both cumulatively and by constituent group.

Other important components of this position include collecting JLD/Community Work Study evaluations, updating the jobs data base, CareerLink, with frequent software changes, producing credential files upon request, creating semester and annual office reports and summaries, compiling office report card responses, web edits, and collecting Outcomes Assessment data from multiple source types for annual analysis. The data technician must be fluent in the use of many software programs: APEX, SPSS, Access, Excel, Banner, Notepad++ and the proprietary software from CSO Interfase.

REQUIRED QUALIFICATIONS:

- High School diploma with office experience
- Demonstrated ability to use Microsoft Office for report and document creation
- Demonstrated skill in effective communication, both written and oral, to create correspondence and to answer questions by phone and in person
- Proven ability to use problem-solving skills
- Demonstrated ability to accurately enter data
- Demonstrated ability to organize and process workload and to work with frequent interruptions
- Demonstrated ability to update and edit website, using MS Expression
- Demonstrated ability to manage electronic and paper files and to analyze database for accuracy
- Demonstrated ability to develop goals and objectives and outcome strategies that measure effectiveness of programs and services

PREFERRED QUALIFICATIONS:

- Bachelor's degree
- Experience with Adobe, APEX, Notepad++ and SPSS (predictive analytics software)

- Proven skill in data management, record keeping, report compilation
- Experience with Banner and proprietary software such as CSO Interfase

REVIEW DATE: Applications received by **January 6, 2012**, will be given preference review; however, the position is open until filled.

APPLY: Submit: a (1) **Cover Letter** addressing the above qualifications/skills; (2) **Resume**; (3) **MSU Billings Application Form**; (4) a **List of three (3) Professional References** including names, addresses, and phone numbers; and (5) the **Authorization for Background Check Form** to:

Human Resources Office/EEO-AA Office
Montana State University-Billings
1500 University Drive
Billings, MT 59101-0298
Phone: (406) 657-2278; FAX: (406) 657-2120
<http://www.msubillings.edu>
employment@msubillings.edu

Criminal Background Investigation is required prior to Offer of Employment.
(In accordance with University policy, finalists for this position will be subject to criminal background investigations.)

In accordance with *The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*, the **MSU-Billings Crime Statistics of Specified Crimes** is available for applicant review online at <http://www.msubillings.edu/security>, or can be accessed in the Human Resources Office, McMullen Hall, Room 310.

MONTANA STATE UNIVERSITY BILLINGS IS AN ADA/AA/EEO EMPLOYER. Qualified women, persons from minority groups, persons with disabilities, and persons with eligible veteran status are encouraged to apply. Contact Human Resources Office, MSU Billings, for more information regarding preference or accommodation (406/657-2278/TTY).