

*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:**                    **ADMINISTRATIVE ASSOCIATE II/TRANSCRIPT CLERK**  
Search # 1117AUG

**DEPARTMENT:**            **ADMISSIONS & RECORDS**  
Division of Student Affairs

**DATE TO START:**        As soon as possible after closing.

**STARTING SALARY:**    \$10.00/hour with 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 5,000 students. The University has six 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:** The Office of Admissions & Records assists students from the time they show initial interest until graduation through the following functions: recruitment, admissions, registration, records, and commencement. This office is responsible for maintaining current and accurate information on every student who enters and attends. In turn, this office provides services, information, and statistics to the faculty, administration, state, and community as requested. The Transcript Clerk is responsible for technical and clerical duties such as assisting with the application process, data entry, and mail correspondence. Other duties will include, but are not limited to organizing the office duties, logging into computers and printers, and reviewing and returning phone messages as required. An expectation is to share the university's commitment to continuous quality improvement. Supporting and engaging in the university's continuous quality improvement course of action is expected.

**REQUIRED QUALIFICATIONS:**

- High School Diploma or equivalent;
- Ability to use 10-key and make mathematical calculations;
- Experience with general office procedures;
- Experience in organizing and prioritizing simultaneous work assignments to meet deadlines;
- Strong computer skills, including experience with Microsoft Word, Excel and Outlook;
- Excellent customer service and telephone skills;
- Proven experience working with confidential information.

**PREFERRED QUALIFICATIONS:**

- Experience in field of Higher Education.

**REVIEW DATE:** Applications received by **August 23, 2010**, will be given preference review; however, the position is open until filled.

**APPLY:** Submit (1) **Letter of Application** addressing the above qualifications/skills, (2) **Resume**, (3) **MSU Billings Employment Application**, a (4) **List of Three Professional References** including names, addresses, and phone numbers, and the (5) **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](mailto: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).