

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**
Search # 2011-04
Full Time, Year-round position

DEPARTMENT: **Computers, Trades, Industry, Transportation, Welding,**
Business, Sustainable Energy
College of Education

SALARY: **\$10.00/hr plus benefits**

DATE TO START: As soon as possible after closing

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 with approximately 1400 of those students at the College of Technology. 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 Under the direct supervision of two Department Chairs in Computers, Trades, Industry, Transportation, Welding, Business, and Sustainable Energy Technology and indirect supervision of the College of Technology Dean's Office, this position will provide administrative and technical support to the program areas. This position is responsible for clerical duties that include typing/copying

correspondence, tests, and reports; coordinating details and taking minutes for advisory board meetings; maintaining office records; printing student schedules and transcripts; processing course scheduling paper work; completing routine budget documents; and working with the Dean's office to complete hiring documents for part-time faculty. This person also serves as a receptionist to answer routine questions. 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.
- Progressively responsible administrative experience and/or equivalent combination of education and experience.
- Knowledge of principles and practices of office procedures/management.
- Experience with formatting and editing business correspondence and general office forms.
- Strong oral and written communication skills.
- Strong organizational skills.
- Demonstrated ability to maintain effective communication and working relationships with staff, faculty, students, and the general public.
- Demonstrated proficiency with Microsoft Word, Excel, Outlook, and PowerPoint.

PREFERRED QUALIFICATION:

- Experience working at a community college or university.
- Experience working with SCT Banner.
- Associate's degree.
- Experience dealing with confidential information.

REVIEW DATE: Applications received by **July 26, 2010**, will be given preference review; however, the position is open until filled.

APPLY: Submit a 1) a **Letter of Application** addressing the above qualifications, 2) the **MSU Billings Application Form**, 3) a **Resume** 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 Cleary 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).