

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 # 1126AUG
Full-time, Year-round position
- DEPARTMENT:** MSU Billings Downtown/College of Professional Services and
Lifelong Learning – CITE2
- 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. 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 the Associate Director MSU Billings Downtown/College of Professional Studies and Lifelong Learning and indirect supervision of MSU Billings Downtown Executive Director, this position will provide administrative and technical support for courses, workshops, conferences, and events associated with the operation of MSU Billings' Garfield Community Resource Center (GCRC). This position's responsibilities include typing/copying correspondence and reports; coordinating details and taking minutes for GCRC advisory board meetings;

maintaining office records, schedules, course records, and completing/maintaining databases. This person also serves as the first line of customer service for GCRC and is expected to contribute to the development and delivery of quality programs and services that address the needs of the community.

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 and progressively responsible administrative experience OR an equivalent combination of relevant education and experience.
- Demonstrated excellence in customer service.
- Strong computer skills including experience with Microsoft Word, Excel, Outlook, Access, PowerPoint and Desktop Publishing software.
- Ability to operate standard office equipment (i.e. fax machine, copier, and multiple-line phone).
- Demonstrated competence composing, formatting, typing, and proofing grammar, punctuation and spelling of general business correspondence, reports, brochures, and other publications.
- Experience in handling sensitive and confidential situations and information.
- Experience in organizing and prioritizing simultaneous work assignments to meet deadlines.
- Excellent verbal and written communication skills with the ability to communicate effectively and to work with a diverse audience.

PREFERRED QUALIFICATIONS:

- Experience working at a community college or university setting.

REVIEW DATE: Applications received by **September 13, 2010**, will be given preference review; however, the position is open filled.

APPLY: Submit **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 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, Rm 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).