

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 III**
 Search # 1122AUG
 Full-time, Year-round position
- DEPARTMENT:** **MSU Billings College of Professional Studies**
- SALARY:** **\$11.253/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: The administration of MSU Billings Downtown and the College of Professional Studies and Lifelong Learning is responsible for overseeing the effective and efficient administration of MSU Billings Outreach Programs, the MSU Billings Downtown Campus & Conference Center, community-driven conferences, classes and workshops and for cultivating new ventures and strategic partnerships for the University.

This position performs a variety of administrative, coordination and technical tasks for the administration of these programs supported within MSUB Downtown. The primary responsibility for the position is to confidentially provide timely, accurate, financial, personnel, and curricular information, coordination and assistance to the leadership team and other program administrators to aid decision making for the effective and efficient functioning of the Campus. The Administrative Associate III position provides administrative support for the Campus through assistance with the preparation of documents, reports, forms and professional correspondence; preparation of multimedia presentations, preparation and management of electronic spreadsheets and database records, coordination of meetings with multiple parties, and serving as the liaison between various internal and external constituencies and Campus leadership.

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 at least two years clerical or administrative support experience
- 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 including diverse populations.
- Demonstrated proficiency with Microsoft Word, Excel, Outlook, Access and PowerPoint.

PREFERRED QUALIFICATIONS:

- Bachelor's Degree
- Experience working at a community college or university
- Knowledge of Banner software

REVIEW DATE: Applications received by **September 7, 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).