

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!



<u>POSITION:</u>	ADMINISTRATIVE ASSOCIATE III Search #1108JUL Full time, year round position
<u>DEPARTMENT:</u>	LIBRARY College of Academic Affairs
<u>DATE TO START:</u>	As soon as possible after closing.
<u>STARTING SALARY:</u>	\$10.915/hour with benefits
<u>BARGAINING UNIT:</u>	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 Administrative Associate III is the administrative support person for the entire Library and its operations. This person is responsible for fiscal records, budget oversight, human resource duties for librarians, staff and student workers, general office procedures. Assistance in other areas of the Library operations, including assigned duties at public service desk. This position reports directly to the Director of Library Services.

REQUIRED QUALIFICATIONS:

- High school diploma or equivalent and at least 2 years clerical or administrative support experience.
- Excellent interpersonal, written and verbal communication skills.
- Good public relations skills, including the ability to establish effective customer service and working relationships with employees, outside agencies and the general public.
- Ability to prioritize, work independently and manage multiple projects concurrently.
- Attention to detail, particularly in handling of statistical data and fiscal records.
- Strong computer skills, including experience with Microsoft Office software, database use and accounting software.
- Ability to gather and analyze data, evaluate solutions and make recommendations.

PREFERRED QUALIFICATIONS:

- Work experience in Higher Education environment.
- Work experience in a library environment, including aspects of library principles, procedures, and customer service.
- Working knowledge of Banner software or similar information database.

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

APPLICATION PROCESS: Submit **1.) a Letter of Application** addressing each of the above qualifications, **2) Resume**, **3.) a List of Three (3) Current References** including names, addresses and telephone numbers and the **4.) Authorization for Background Check Form** to:

Human Resources 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 accommodations (406/657-2278/TTY).