

## **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:**                    **DATA MANAGEMENT AND TECHNICAL ANALYST COORDINATOR  
SEARCH #1114AUG**  
Full-time, year-round, Professional position

**DEPARTMENT:**            **Provost and Vice Chancellor for Academic Affairs**  
Division of Academic Affairs

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

**STARTING SALARY:**    Commensurate with qualifications and experience.

**CAMPUS DESCRIPTION:** Montana State University Billings is the third largest University in Montana located in the largest city in Montana. The East campus and College of Technology together are home to approximately 5,000 students. With six colleges being a part of the campus, the University offers a wide variety of degree programs to its students. Montana State University Billings also employs around 500 employees, who together work hard to create an outstanding University for both students and employees.

**POSITION DESCRIPTION:** Develop, maintain and manage data files related to Academic Affairs and make recommendations to the Provost and Deans. Create, analyze and manage statistical reports on behalf of the Provost and Academic Affairs with respect to reports that the University distributes to the various offices and groups. In conjunction with campus leaders, prepare the annual Northwest Report and assist the Deans and others in preparing various accreditation reports. Prepare and deliver data and statistical reports, attends meetings, and make presentations. Will represent with full authority the Provost Office with matters

related to Academic Affairs data, data analysis, reports and other matters of special interests. Provide oversight and supervision for graduate assistants and interns for the Provost, including mentoring, supervision and evaluation. Provide support data and technical assistance to Accreditation and Assessment Council and other accreditation programs. To provide a bridge and serve as a liaison for the Provost and Academic Affairs with IT in regards to eLearning.

**REQUIRED QUALIFICATIONS:**

- Bachelor's degree in related field
- Experience in preparing and presenting reports
- Analytical abilities
- Experience in budget planning and analysis
- Excel spreadsheet proficiency
- Strong writing and presentation skills
- Strong interpersonal skills
- Power Point proficiency

**PREFERRED QUALIFICATIONS:**

- Masters Degree
- Desktop Publishing
- BANNER database experience
- Working knowledge of institutional research
- Working knowledge of a university system
- Knowledge of Academic Affairs, programs and services
- Experience with interpretation of collective bargaining agreements

**REVIEW DATE:** Applications received by **August 20, 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](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 accommodations (406/657-2278/TTY).