Staff Vacancy Announcement

Program Coordinator I

Department: School of Outreach, Road Scholars Program  
Wage: $12.058 to $15.073 per hour  
Posting Date: November 2016

Description
The University of Montana Western’s School of Outreach invites applications for a program coordinator. The position will carry out the School of Outreach mission to provide high quality learning opportunities to citizens of all ages. This position is part of a program development team that reports to the Dean of Outreach. Specific duties will focus on Road Scholar’s programming and be assigned by the Road Scholar director.

Qualifications
Applicants must be able to:
- Coordinate program services, activities and offerings;
- Manage multiple program demands in a fast-paced environment with frequent interruptions;
- Build and maintain relationships with program director, campus staff, Road Scholar vendors, instructors and program participants, while being friendly, discrete and professional;
- Assist participants, instructors and group leaders involved Road Scholar programs;
- Utilize technology to market programs, enroll students, deliver services, track enrollments and monitor successes. Candidates must possess strong Microsoft Office skills and be willing to learn specialized publication and enrollment software applications;
- Assist the director with data management and analysis;
- Track program expenses and process payment requests; and
- Work as a team member, accepting shared unit tasks as assigned.

Requirements
The successful candidate will possess:
- Completion of two-years of postsecondary training, baccalaureate preferred;
- Prior administrative experience;
- Evidence of strong organizational, time-management, customer-service and problem-solving skills;
- Attention to detail;
- An enthusiastic, self-starter work ethic.
- Must be fluent with use of MS Office software.
Application
To apply, send a resume, cover letter addressing the position requirements and a list of three professional references with telephone numbers to:

The School of Outreach
The University of Montana Western
710 South Atlantic St.
Dillon, Mont. 59725-35987

Review of applications will begin December 19, 2016.

The University & Dillon Area
The University of Montana Western, located in Dillon, Mont., is an innovative institution nestled in a scenic valley in the Rocky Mountains of south western Montana. The campus Full-Time Equivalent (FTE) for student enrollment is approximately 1,418. Montana Western has over 60 FTE faculty members, features small classes for all students and has been recognized for excellence by U.S. News and World Report. Montana Western’s small size and focus on education innovation have earned it the reputation of being a place where faculty and staff choose to collegially and creatively make a difference in the education of students. Montana Western is the first and only public four-year college in the nation to use block scheduling in which students take a single class at a time. This immersion learning program facilitates increased opportunities for experiential types of learning.

The mission of the University of Montana Western is to provide innovative interdisciplinary education through experiential learning that combines theory and practice. Montana Western services citizens of all ages with its academic, community service, and lifelong-learning programs. As part of the global community, Montana Western encourages diversity, international awareness, environmental responsibility, and mastery of technology as a gateway to the world.

Dillon, a community of 5,000 people, is known for outstanding public schools, safe environments, recreational opportunities, and an excellent quality of life.

The University of Montana Western is an equal opportunity/affirmative action employer and encourages applications from qualified women, minorities, veterans and people with disabilities. Qualified candidates may request veterans, or disabilities preference in accordance with state law. Reasonable accommodations are provided in the hiring process for persons with disabilities. Finalists for this position will be subject to a criminal background investigation.