

STAFF VACANCY ANNOUNCEMENT

Administrative Associate II

Department: Education

Position: Full-time

Wage: \$11.00 per hour plus complete benefit package

Union Affiliation: MPEA

Posting Date: April 2016

Description

Responsibilities include assisting the UMW Department of Education, by:

- Serving as the point of contact for the department, answering phone calls, distributing information about education programs,
- Assisting personnel in the Office of Field Experiences and Student Teaching in arranging school placements for UMW students,
- Assisting students applying for teaching licenses through the Montana Office of Public Instruction,
- Taking minutes of departmental meetings,
- Maintaining student records,
- Collecting and entering data on student performance,
- Placing orders for supplies, keeping receipts, and accounting for expenditures,
- Assisting in scheduling departmental activities, including student admission interviews,
- Sending annual surveys to graduates and their employers,
- Assisting in the supervision of work study students,
- Preparing contracts and submitting payment requests for P-12 teachers and UMW faculty who supervise UMW students in field experiences and student teaching placements,
- Other duties as assigned.

This position reports to the UMW Provost/Vice Chancellor of Academic Affairs.

Qualifications

The successful candidate will:

- Hold an Associate's degree (preferred but not required)
- Demonstrate technical writing skills
- Have strong organizational skills
- Demonstrate ability to respond to students, faculty, and staff with positive, helpful, informative assistance
- Be proficient with Microsoft Word and Excel, and be able to quickly learn new technologies
- Demonstrate professionalism and good problem solving skills
- Demonstrate the ability to work both independently, and collaboratively with a variety of individuals
- Demonstrate a tolerance for fast pace and frequent interruptions
- Protect the confidentiality of student records

Application

Review of application materials will begin on May 10, 2016, and will continue until the position is filled.

To be considered for this position please submit the following, in **hard copy**:

1. letter of interest addressing the required qualifications,
2. completed and signed State of Montana Employment Application, <http://umwestern.edu/images/application/StateApplication.doc>
3. detailed resume,
4. names, addresses, email addresses, and telephone numbers of three professional references to:

Patricia Lake, Payroll-Benefits Supervisor
The University of Montana Western
UMW Box 115
710 South Atlantic Street
Dillon, MT 59725

Finalists for this position will be subject to a criminal background investigation.

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 1,289. 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 chose 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.