**Admissions**

**Staff Vacancy Announcement**

**Administrative Associate II**

**Department:** Admissions  
**Position:** Full-time, 12-month position  
**Wage:** $11.20-$14.00 per hour plus complete benefit package  
**Union Affiliation:** MFPE  
**Posting Date:** August 2021

**Description**

The Administrative Associate II answers calls and transfers callers to appropriate departments and facilitates the best means of communication and customer service; provides detailed information to inquiries via telephone, email, and in person regarding admissions procedures and policies as well as general university programs and functions; maintains office appointment schedules for all admissions staff, schedules tours and confirms appointments and tours; creates and edits correspondence; runs and formats reports; performs general office duties including copying, faxing and filing; processes incoming and outgoing mail and distributes correspondence; greets guests; maintains inventory of office supplies for the admissions office and orders supplies as necessary; performs accurate and consistent data entry; maintains and updates university directory; assists with admissions budget; supervises work study students; assists with event planning and management; serves as office manager and performs other duties as assigned.

**Requirements**

The preferred candidate will possess a minimum of an associate’s degree. A valid driver’s license is required.

This position requires knowledge of office operations, including multi-line phone usage, phone etiquette, file management, and business correspondence formats. The position also requires a high level of accuracy, customer service, a comprehensive understanding of data entry and data management, general knowledge of academic and administrative relationships and knowledge of secretarial science, procedures and set up.

**Application**

To apply, please complete a State of Montana Job Application and a letter of application.
specifically addressing the qualifications and duties described above. Finalists for this position may be subject to a criminal background investigation. Also include the names, addresses, email addresses and phone numbers of three (3) professional references and a photocopy of your driver’s license. Submit application materials to:

Patti Lake  
Personnel Officer  
Administration and Finance  
The University of Montana Western  
710 South Atlantic Street  
Dillon, MT 59725  
patricia.lake@umwestern.edu

Questions regarding this position should be directed to Matt Allen via email @ matt.allen@umwestern.edu or by calling 406-683-7011.

Review of applications will begin immediately and continue until the position is filled.

The University & Dillon Area

The University of Montana Western is a dynamic, innovative, undergraduate university with over 65 full-time faculty and 1,300 students. It is located in Dillon, Montana in the scenic Rocky Mountains and has been awarded numerous top national rankings for delivering high quality, affordable education.

Montana Western is the only public four-year college in the nation offering Experience One (X1), experiential learning delivered on the block schedule. Class sizes are small and students take a single course at a time, three hours each day for 18 days, before moving on to the next course. Each course is four credits and four blocks are offered each semester. The block schedule facilitates field and lab work, undergraduate research, study travel, and interdisciplinary teaching. Montana Western’s faculty strongly believe in mentoring and inspiring students, and assisting them in the transition from university life to professional careers.

The University of Montana Western is an integral part of the Dillon Community. With a population of 5,000 people, Dillon 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 any position will be subject to a criminal background investigation.