



Administrative Associate II- Academic Support

Position**Description:**

Helena College University of Montana, a comprehensive two-year College focused on student success, seeks qualified applicants for the position of Administrative Associate, Academic Support. This position will fulfill two main roles: administrative support for the Division Chair of General Education and Transfer, and general reception and customer service for Academic Affairs.

Duties &**Responsibilities:**

Primary responsibilities include, but are not limited to:

- Compose and/or edits email and hard-copy documents and correspondence for the Division Chair
- Clerical duties for Division Chair and Faculty (making copies, scanning, filing, shredding, etc.)
- Prepare all travel and purchasing documents for the Division Chair
- Manage calendar, phones and email for Division Chair
- Schedule and coordinate meetings and travel arrangements for Division Chair
- Assist Division Chair with coordination of and communication with Dual Credit partners
- Manage faculty book adoptions for Gen Ed Division
- Perform data entry and special projects as needed
- Manage phone at the Academic Support Desk
- Manage collection and permanent storage of all course syllabi
- Provide exceptional customer service, over the phone, by email, and in person, with students and internal departments

Qualifications:

2 years of related work experiences in a business-related field or equivalent combination of education and work experience in an administrative support position.

Salary:

\$11.50- \$14.37 per hour

Benefits include a comprehensive group insurance benefits program including medical plan options with prescription drug and dental plan, vision coverage, life and disability insurance options, flexible spending and dependent care account options, and optional long term care insurance. Retirement provided through the Montana Public Employees Retirement Association (MPERA).

Union Information:

MPEA

Application**Procedures:**

Please submit your cover letter, resume, and Word (2016) test results to umh-hr@helenacollege.edu. To be considered for this position we are requiring applicants complete a Word test. The results must be submitted with your materials. The test can be completed with Job Service. To find a Job Service nearest you, you can visit: <https://montanaworks.gov/job-service-montana>

Submission Deadline:

Monday, June 18, 2018 at 11:59 PM

Background Investigation is Required Prior to Offer of Employment

In accordance with The University of Montana regulations, finalists for this position will be subject to criminal background investigation.

Reasonable Accommodations

Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process. An applicant must request an accommodation when needed. If you need any such accommodation, contact the Helena College Director of Human Resources at 406-447-6925. TDD users may use the relay service by dialing 711.

ADA/EOE/ADAA/Veteran's Preference

Qualified candidates must be able to meet minimum requirements and perform the primary functions of the position with or without reasonable accommodation. As an Equal opportunity/Affirmative Action employer, we encourage applications from minorities, Vietnam era veterans, and women. This material is available in an alternative format upon request. Qualified candidates may request veterans' preference in accordance with state law.

Testing

Individual hiring departments at Helena College may elect to administer pre-employment tests, which are relevant to essential job functions.

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