Vacancy Announcement

Administrative Associate IV

Helena College University of Montana a comprehensive two-year college, provides access to and support of high quality lifelong educational opportunities for our diverse community. Helena College is seeking qualified applicants who wish to become part of a dynamic and creative team for a full-time position as an Administrative Associate IV.

The Administrative Associate IV (Assistant to Executive Director of Career Technical Education) is responsible for the daily, ongoing management/liaison support needed for the Executive Director of CTE and the office to carry out its responsibilities as the division’s administrative arm, as well as providing general reception and customer service for the Airport Campus. The position directly assists the Executive Director with administrative, financial, and resource management duties required for the office’s operation. The position also serves as a liaison between the Executive Director and the college’s faculty, staff, and students.

Duties include, but are not limited to:
Office Management and Support:

- Tracking supply inventory for multiple areas within the division. Areas include all academic supplies needed for faculty and staff within the division and all consumables needed to operate the programs.
- Tracking of book and/or material adoption for courses: This position tracks faculty book and/or material adoptions for all scheduled courses, every semester, ensuring that all adoptions are completed. The position provides the necessary guidance and reminders to faculty, as needed.
- Assistance with all necessary forms and documents needed by the Executive Director, and on occasion, other Directors, faculty, and staff in the division. Documents will include, but are not limited to, travel forms, timecards, purchase orders, budget modifications, updated contact information, Motor Pool documents, etc.
- Assists the Executive Director with their schedule by scheduling appointments for students, faculty, and staff, and adding important calendar reminders (BOR, faculty and staff leave schedules, supervisor on call) in Outlook.
• Assists the Executive Director with meeting coordination activities (schedule, agenda, minutes, etc.) for all industry partner meetings.
• Attends regular meetings with administrative support staff and staff senate.
• Provides all clerical assistance for the division as needed, including copying, shredding, and maintenance of all equipment (copier and shredder) and supplies needed.
• Provides customer service to both internal and external customers at the Airport Campus.
• Answers and directs phone calls for the Airport Campus reception desk and the Executive Director.

Purchasing Clerk and Financial Duties:
• Purchasing Clerk for the division. This position compiles requests for materials, prepares all purchase orders, tracks purchases, and handles all inquiries about orders. The position is responsible for gathering all necessary information needed for orders, including researching the best purchasing options. The position maintains all purchasing records for both materials and services. The position tracks all orders ensuring timely arrival and that they meet the purchaser’s specifications.
• Tracking budgets for all areas within the division. This position tracks debits and credits for several budget indexes within the division, providing regular reporting to the Executive Director.
• Schedules and tracks all required service and maintenance necessary for equipment and waste within the division. This includes maintenance on equipment in the shops, and all waste pickups needed for the trades programs and clerical waste (records) that need to be shredded.

Academic Affairs:
• Creating, tracking, and maintaining all Letters of Offer and Letters of Assignment (faculty teaching contracts) for all full-time and adjunct faculty teaching in the CTE division.
• Tracking of faculty course loads and overload assignments. This position works with the Executive Director and HR to track all full-time faculty workloads during each academic year, maintaining the necessary documents for tracking purposes.
• In order to ensure continuity of academic affairs processing, cross train with and perform duties in absence of Serves as the Assessment Database Administrator for the Academic Standards and Curriculum Review Committee, tracking all curriculum development and revision to ensure it progresses through all required steps of the approval process.
• Creation of and maintenance of the Faculty Handbook. This position works with the Executive Director to create and maintain an updated copy of the faculty handbook, which includes all necessary information and operating
procedures specific to faculty. The handbook is updated on a regular basis and is provided to all faculty.

- **Creation of all academic maps for trades programs used for student advising.** This position creates all the academic maps (degree sheets for advising) using the academic pathway information provided by faculty and approved by the Academic Standards and Curriculum Review Committee. The information is in the assessment database and is formatted by this position to create academic maps for all academic pathways at Helena College. Academic maps are created in both Word and PDF fillable formats.

- **Creation of the fall, spring, and summer course schedules.** This position will work with faculty to create the schedules for all courses offered in the division, before submitting to the Executive Director for final review and submission to the Registrar’s Office.

- **Collection and retention of all course syllabi.** This position will collect all syllabi for all courses offered every fall, spring, and summer semesters, and will retain them meeting all record-keeping requirements.

- **Attends division or department meetings when needed and as requested by the Executive Director.**

- **Maintains all files and records necessary for all adjunct faculty in the division.**

- **Assists faculty obtaining Class 4 or Class 8 Licenses through OPI.**

- **Serves as the administrator of college’s advisory board structure, including**
  - Maintaining membership for all boards
  - Ensuring board meetings are scheduled and records kept for compliance with NWCCU standards
  - Create follow up process to ensure recommendations are acted upon or responded to
  - Working with faculty and departments for agenda items, scheduling, and minutes
  - Ensuring advisory board information is posted to the website and site is regularly reviewed and maintained

- **Active participate in planning and hosting campus events, which may require evening or weekend hours on occasion**

- **Assist with activities related to administration of Perkins Grant, including, but not limited to:**
  - Local needs assessment meetings
  - Budget tracking
  - Purchasing
  - Reporting
  - Equipment inventory maintenance

**Minimum Qualifications**
• Associate degree or certificate in related field and relevant work experience; or an equivalent combination of education and experience
• Understanding of all Microsoft Office applications, including Word, Excel, Outlook, and PowerPoint.
• Good written and verbal communication skills
• Ability to prioritize and manage projects.
• Good organizational and time management skills
• Good problem solving skills
• Ability to work independently with minimal supervision after training and when comfortable in position
• Good Attention to detail
• Basic understanding of how to use research to find information
• Understanding of the need for discretion and confidentiality

Preferred:
• Knowledge and understanding of business office management
• Knowledge and understanding of Board of Regents structure
• Knowledge and understanding of the Montana University System and its various campuses
• Knowledge and understanding of accounting and budgeting

Benefit and Salary Information

$17.91 - $19.29 hourly.

Benefits include a comprehensive and competitive group benefits package, including Insurance package, mandatory retirement plan, partial tuition waiver, professional development, and wellness program.

How to Apply

Priority Application Date: Sunday, July 17, 2022

Review of applications will begin after date above and continue until the position is filled.

Submit the following materials:

  o Letter of Interest – addressing the stated required skills for the position
  o Detailed Resume listing education and describing work experience
  o Names and contact information of three professional (3) references.

Apply Here

Incomplete applications may not be considered.
Helena College University of Montana is committed to building a culturally diverse educational environment. The campus is especially interested in candidates who can contribute to the diversity and excellence of the academic community through their teaching and/or service. Women, minorities, individuals with disabilities and veterans are encouraged to apply.

**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.

**ADA/EOE/AA/Veteran's Preference**
Reasonable accommodations are provided in the hiring process for persons with disabilities. For example, this material is available in alternative format upon request. As an Equal Opportunity/Affirmative Action employer, we encourage applications from minorities, veterans, and women. Qualified candidates may request veterans’ or disabilities preference in accordance with state law.
Applicants requesting veterans’ or disability hiring preference must provide appropriate documentation to verify eligibility.
Appropriate documentation includes the following:

- DD-214 showing the character of discharge or a document issued by the Office of the Adjutant General of the Montana National Guard certifying service (a veteran or eligible relative)
- Service-connected disability letter issued by the U.S. Department of Veterans Affairs (a disabled veteran or eligible relative)
- Montana DPHHS Disability Certification through the Vocational Rehabilitation Programs (a person with a disability or spouse of a person with a 100% disability)

Other suitable documentation, if deemed sufficient by the hiring agency, may be accepted. Eligible relatives may also need to provide additional documentation in order to demonstrate that all eligibility criteria and requirements are met.

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

*References not listed on the application materials may be contacted; notice may be provided to the applicant. *All New Employees must be eligible and show employment eligibility verification by the first date of employment at Helena College University of Montana, as legally required (e.g., Form I-9).
Applicant Self Identification Form (optional)

Title VII of the U.S. Civil Rights Act requires Helena College to “make and keep records relevant to the determinations of whether unlawful employment practices have been or are being committed.” This is also a requirement of the Montana Human Rights Act and state and federal laws providing employment opportunities for veterans and persons with disabilities. The following survey helps to fulfill these requirements.

Helena College’s commitment to equal opportunity, nondiscrimination, and affirmative action in employment is realized through its Affirmative Action Plan. This plan and legal responsibilities to ensure equal employment opportunity require reports of job applicants by race/ethnic categories, gender and veteran status. Analysis of the information provided will be used to monitor recruitment and selection practices in at Helena College.

This information is voluntary and is gathered for statistical purposes only. It is kept confidential, separate from application materials, and will NOT be used in any way to evaluate your qualifications for employment.

Position Applied for:
Last Name: __________________________ First Name: __________________________ Middle Initial: __________________________

Gender: □ Male □ Female

Race/National Origin:
□ White (not of Hispanic origin): all persons having origins in any of the original people of Europe, North Africa, or the Middle East.

□ Black (not of Hispanic origin): all persons having origins in any of the black racial groups.

□ Hispanic: all persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

□ Asian or Pacific Islanders: All persons having origins in any of the original peoples of the Far East, Southeast, the Pacific Islands, or the Indian Subcontinent.

□ American Indian or Alaskan Native: All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

Veteran Status:
□ No Military Service

□ Disabled Veteran: (i) a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veteran’s Affairs or (ii) a person who was discharged or released from active duty because of a service-connected disability.
☐ Other Protected Veteran: a veteran who served on active duty in the U.S. military, round, naval, or air service during a war or in a campaign or expedition for which a campaign badge has been authorized.

☐ Armed Forces Service Medal Veteran: a veteran who, while serving on active duty in the U.S. military, ground naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

☐ Recently Separated Veteran: a veteran of the U.S. military, ground, naval or air service during the three-year period beginning on the date of such veteran's discharge or release from active duty.

Where did you learn about this vacancy?
☐ Newspaper  ☐ Job Service  ☐ Referral  ☐ Posting  ☐ Web  ☐ Career Fair  ☐ Other: