VACANCY ANNOUNCEMENT

Administrative Associate III

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 III.

The Administrative Associate III (Assistant to the Executive Director of Enrollment) is responsible for the daily, ongoing management support required for the Executive Director of Enrollment and the areas that fall under that umbrella to carry out their functions. This includes support to Admissions, Advising, and Registrar’s Office through administrative assistance, as well as, general reception and customer service for these areas and the general Welcome Center. The position directly assists the Executive Director with administrative, financial, and resource management duties.

Duties and Responsibilities
Office Management and Support:

- Tracking supply and publication inventory for multiple areas within the division. Areas include all registration, recruitment/admissions, graduation, and advising supplies needed for day to day functioning and events
- Answer the main phone line for the campus. This will include answering questions that pertain to enrollment services and directing people to the correct area
- Assistance with all necessary forms and documents needed by the Executive Director, and on occasion, other Directors and staff in the division. Documents will include, but are not limited to, travel forms, time-cards, purchase orders, budget modifications, updated forms and procedures for Enrollment Services, etc.
- Assists the Executive Director with their schedule by scheduling appointments for students, and staff, and adding important calendar reminders (BOR, faculty and staff leave schedules, supervisor on call) in Outlook
- Assist multiple academic advisors and admissions counselors with their schedules by being the primary point of contact for scheduling advising and student recruitment appointments
• Assists the Executive Director with meeting coordination activities (schedule, agenda, minutes, etc.) for the Graduation Planning committee
• Assists the Executive Director with special projects as needed to include research, data collection, and data cleaning
• Attends regular meetings with administrative support staff and staff senate
• Provides clerical assistance for the division as needed, including copying, shredding, and maintenance of all equipment (copier and shredder) and supplies needed

Enrollment Services Duties:
• Assist current and prospective students, public, and staff as the first point of contact for the college in friendly and courteous manner
• Answer questions concerning admissions/recruitment, registration/registrar, and advising in a thorough and consistent manner. This will happen in person, walk-in, and through email
• Maintain a basic understanding of all campus functions to ensure customers are directed to the correct area
• Issue college ID cards and maintain and order equipment. Coordinate with IT to maintain the required software for the program
• Assist with planning and participation in Recruitment and Orientation events
• Process acceptance letters for Admissions Counselors and assist in application processing during peak times. This includes use of Access database, WebAdmit Application portal, and BANNER
• Manage the EverFi student platform to load students in, track completion, and notify students of the need to complete. Compile this information into reports to ensure we do not have lost data
• Coordinate the creation and submission of the Student Insurance File and PO for the Executive Director
• Process paper and online transcript requests and assist the Assistant Registrar during peak times
• Compile daily advising reports and assign advisors to incoming students. Clean up the reports at beginning of the term and ensure that advising assignments are accurate in BANNER
• Understand BANNER students forms for accessing admissions, registration, and advising information to assist students and staff in student record questions
• Understand and apply FERPA to incoming questions surrounding student records to ensure the student right to privacy is maintained
• Provide general assistance for Financial Aid to ensure students are connected to the right resource when that department is not available
Purchasing Clerk and Financial Duties:

- Purchasing Clerk for the division. This position complies 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.

Minimum Qualifications

- Associate’s Degree or certificate in related field and relevant work experience; or an equivalent combination of education and experience
- Excellent customer service and student support skills
- Ability to interact with individuals of varying backgrounds and perspectives
- Ability to work in a team environment
- Good organizational skills
- Ability to work efficiently with careful attention to detail while experiencing interruptions
- Skill using a variety of computer software, including but not limited to:
  - Word
  - Excel
  - Databases
  - Teams
  - Web-based programs
  - Email and appointment management system
- Ability to be self-motivated and learn new skills
- Ability to represent Helena College in a professional manner as the first point of contact for prospective students, students, and community members

Preferred:

- Knowledge and understanding of business office management
- Knowledge and understanding of enrollment processes and procedures
- Knowledge and understanding of BANNER/Student Information System/CRM

Benefit and Salary Information

$14.54 - $17.21 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: Monday, August 22, 2022

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

Submit the following materials:

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

Apply Here

Incomplete applications may not be considered.

Union Information

MFPE CBA

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: