The Office of the Commissioner of Higher Education (OCHE) in the Montana University System seeks a motivated individual with strong analytical and teamwork skills for a full-time position in OCHE’s Division of Academic, Research and Student Affairs (ARSA).

The ARSA division carries a number of specific responsibilities, including all MUS academic and program planning and approval, student success initiatives, research and economic development, American Indian and Minority Achievement, K-12 partnerships, Carl D. Perkins grant, two-year and community college education, and statewide workforce development initiatives.

The Montana University System (MUS) is the state-supported system of higher education in Montana governed by the Board of Regents and administered by OCHE. The MUS enrolls more than 40,000 students at 16 public universities and colleges in one of the most beautiful and geographically diverse states in the nation.

This position is a full-time classified staff position covered by the MUS Staff Compensation Plan. MUS staff are eligible for employee benefits (health insurance, sick leave and vacation leave, state holidays and retirement program) in accordance with state law. MUS employees are eligible to use certain college tuition waivers in accordance with Board of Regents policy.

Duties and Responsibilities:

The Executive Assistant and Operations Coordinator reports directly to the ARSA Deputy Commissioner and will be an integral part of the ARSA leadership team. The successful candidate will effectively balance time and responsibilities between their role as an executive assistant to the Deputy Commissioner and their broader role coordinating ARSA-related aspects of Board of Regents meetings as well as other ARSA meetings, programs, and special initiatives.
Specific duties performed by the Executive Assistant and Operations Coordinator include:

- Provide high level administrative support to the Deputy Commissioner, including assistance with strategic communication, meeting scheduling, meeting facilitation, scheduling, travel, and compliance.
- Provide Deputy Commissioner support with MUS searches for executive-level leaders.
- Drafting messages and information for public dissemination via email or online posting.
- Coordinate items and agendas for ARSA & Two-Year Committees of the Board of Regents.
- Help develop high-quality collaboration events and workshops for statewide groups of university leadership, administrators, and faculty.
- Coordinate, plan, and facilitate in-person meetings with Montana University System campus leaders, administrators, MUS faculty, and community and industry partners.
- Collaborate with ARSA team members on projects including state authorization, program planning, retention and completion strategies, transfer and general education, common course numbering, rural educator recruitment and retention, American Indian and Minority Achievement, Montana 10 Student Success Initiative, “ApplyMontana” central application and portal, OCHE Research Fellows, and MUS Teaching Scholars.
- Develop and improve administrative processes for program planning, general education, transfer, and academic policy approval.
- Reviewing information for website content management and updating materials for online posting.
- Assisting the office leadership with records management in accordance with records retention guidelines.
- Managing and directing main phone lines including answering calls from the public, directing calls to appropriate ARSA staff, handling mail, and ordering supplies.
- Occasionally provide administrative support to the ARSA leadership team.

**Desired Knowledge, Qualities, Skills:**

- Desire for an environment that allows for both independent and collaborative work
- Ability to critically assess complex challenges and develop practical solutions
- Ability to organize, summarize, and report information in a narrative
- Ability to meet strict deadlines and function under time constraints
- Excellent verbal, written, and web-based communication skills
- High degree of accuracy, organization, and attention to detail
- Knowledge of current secondary and postsecondary education trends
- Friendly, professional manner when working with colleagues and external stakeholders
- Interest in working with diverse populations and promoting diversity and inclusion
- Ability to effectively engage postsecondary institutions, business and industry partners, secondary institutions, and other state agencies
- General competency using productivity software including social media, Microsoft Outlook, Word, Excel, Access, and PowerPoint
- Excellent grammar, composition, and proof-reading skills
Required Qualifications:

- Bachelor’s degree
- Applicants with a combination of education and experience equivalent to a Bachelor’s degree will be considered.

Application Requirements and Deadlines:

Application requirements consist of items one through four below:

(1.) a letter of interest relating the applicant’s experience and qualifications to the position;
(2.) a resume;
(3.) a list of three professional references with contact information; and
(4.) a completed State of Montana employment application.

Online submission is preferred at: https://statecareers.mt.gov/. Applicants may also submit materials to OCHE (Attention: Human Resources), PO Box 203201, Helena, MT 59620-3201.

The position is open until filled. Candidates should submit required application materials by **5:00 p.m. on Friday, July 9, 2021**, to be considered in an initial screening of applications. The position is eligible for veterans’ preference in accordance with state statute. Approval will be obtained before contacting the candidates’ current employer.

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 Office of the Commissioner of Higher Education at 406-449-9155. TDD users may use the relay service by dialing 711.

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