VACANCY ANNOUNCEMENT
Posted March 1, 2024

Job Title: Administrative Support Specialist
Position #: 51200017
Location: Helena, Montana
Wage: $21.50 to $22.50 per hour depending upon qualifications and experience
Status: Full-time

The Montana University System (MUS) is the state-supported system of higher education in Montana governed by the Board of Regents and administered by the Commissioner of Higher Education. 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. Helena, the state’s capital city, is located along the Rocky Mountains continental divide near the scenic Missouri River about half-way between Yellowstone and Glacier National Parks.

The position is a full-time classified staff position covered by the Montana University System 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. Eligible for MUS staff tuition waiver and dependent partial-tuition waiver at MUS educational units in accordance with Board of Regents policies.

Duties and Responsibilities

The Administrative Support Specialist provides high-level administrative support to multiple programs in the Office of the Commissioner of Higher Education (OCHE). OCHE is the administrative headquarters of the Montana University System. The system comprises 16 state colleges and universities that serve more than 40,000 students each semester.

The Administrative Support Specialist reports to the Executive Assistant to the Commissioner of Higher Education and works closely with the Commissioner’s senior leadership team. Normal work hours are Monday through Friday from 8 a.m. to 5 p.m. with a one-hour lunch break. Occasional overnight travel is required, primarily in conjunction with Board of Regents meetings held on university campuses approximately four times per year.
Duties performed by the Administrative Support Specialist as supervised by the Executive Assistant include:

- Directly support the Commissioner’s Assistant, as well as the Academic, Research, and Student Affairs, Budget Administration and Planning, Communications, Legal, and Human Resources OCHE units with travel arrangements, file management, document preparation, and special projects.
- Provide general office assistance such as managing and directing main phone lines, processing incoming and outgoing mail, and ordering department supplies.
- Assist with planning, agenda creation, and operational support for six annual Board of Regents meetings.
- Oversee website content management and updates to material for online public posting.
- Collaborate with office staff on records management in accordance with records retention guidelines.
- Periodically coordinate special functions and events involving the Board and OCHE.
- Assume other responsibilities to serve OCHE as assigned by the Executive Assistant.

Qualifications:

- An associate degree and at least 3 years of successful relevant work experience or equivalent combination of education and experience (e.g., a bachelor’s degree with less than 3 years of professional office management experience).
- Excellent verbal and written communication skills, including the ability to draft professional correspondence and other documents.
- Willingness to take initiative, balance multiple priorities and collaborate with other staff members.
- Strong organizational skills, attention to detail and ability to maintain confidentiality.
- Courteous and professional manner with co-workers and external stakeholders, who at OCHE will include university leaders, state executive and legislative branch officials, members of the Board of Regents and the public.
- Information technology competencies such as experience with Zoom, Microsoft Outlook, Word, Excel, PowerPoint, and capacity to learn and use web content management systems in collaboration with office IT staff members.

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/](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 Monday, March 18, 2024**, to be considered in an initial screening of applications. This 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.

**AN EEO EMPLOYER**