Flathead Lake Biological Station
University of Montana

Position/Posting Information

Job Title: Administrative Associate I
Organization Name: Flathead Lake Biological Station
Work Schedule: Monday-Friday, 8-5 pm
Hours per Week: 40
Wage/Salary/Other Compensation: $11.00/hr DOE
Employment Start Date: ASAP
Employment End Date: One Year
Position Supervisor: Linda Nitz

Job Description:

- The Flathead Lake Biological Station (FLBS) is a University of Montana Center of Excellence that conducts ecological research with an emphasis on fresh water, particularly Flathead Lake and its watershed. Located on the East Shore of Flathead Lake at Yellow Bay, our facilities are housed on 80 acres and include resident housing, dormitory rooms, research laboratories, cabins, dining hall, museum and motor pool (including multiple boats).
- Perform routine clerical and administrative functions such as drafting correspondence, scheduling appointments, receiving visitors, organizing and maintaining paper and electronic files, and providing information to internal and external customers.

Qualifications:

1. Minimum Education and Experience

High school graduation and one (1) year related work experience, or an equivalent combination of education and experience.

2. Minimum Position Knowledge, Skills, & Abilities

Demonstrated skill in customer service and listening and oral communication.
Ability to answer telephone, route calls, and take messages.
Ability to understand and follow specific instructions or multi-step procedures, perform simple mathematical computations, and code or complete routine documents and forms.
Basic organization, coordination, and time-management skills.
Basic computer skills in word processing and/or data entry.
Skill in the use of operating basic office equipment; such as copier, scanner, fax machine.
Knowledge of general office procedures and practices.
Ability to maintain confidentiality of records and information.
Ability to create, compose, and edit simple written materials.
Ability to maintain calendars and schedule appointments.

3. Post-Training Position Knowledge, Skills, & Abilities

General knowledge of department and the duties performed by others in the unit.
Basic knowledge of the University of Montana.
Basic supervisory skills.
May require ability to learn Banner and UMDW for data viewing, collection, and entry.

Application Instructions:

Please send a cover letter, resume, and contact information for a reference applicable to this position to Linda Nitz at linda.nitz@flbs.umt.edu