UM Productions Office Assistant

UM Productions is a student-run, student-funded organization that has experienced enormous success for over 45 years at the University of Montana. The mission of UMP is to provide a diverse array of entertainment to the campus, the community and western Montana. Positions at UMP provide students with an outstanding opportunity to develop personally and professionally. Due to the nature of the entertainment business and the commitment of UMP to maintain its outstanding reputation, only the most committed and enthusiastic shall be considered.

JOB SUMMARY:
The Office Assistant is responsible on a daily basis for ensuring the smooth operation of the office and administrative functions, as well as providing administrative support to the Office Coordinator as well all of the UM Productions Coordinators. The Office Assistants will work to provide high quality and timely support to the work of the organization.

QUALIFICATIONS:
- Confident and outgoing personality
- Timeline and Detailed Oriented
- Self-motivated, ability to conceive and pursue new ideas
- Ability to form and maintain positive relationships within the organization, on-campus and in the Missoula community
- Strong written and oral communication skills
- UM student taking six or more credits and currently in good standing with The University
- Competent computer skills including Microsoft Office & Excel as well as basic research skills

EXPECTATIONS AND RESPONSIBILITIES:
- Form and maintain positive working relationships with co-workers as well as The University of Montana and Missoula communities
- Serve as an advocate for UM Productions
- Work alongside the Office Coordinator on a daily basis to ensure the job gets done on time and correctly
- Hold regular office hours
- General Office Tasks: Answer phones, greet customers/visitors, process paperwork/filing, copying, etc.
- Pick up the office mail on a daily basis from The Source in the UC
- Attend employee meeting and training
- Present self in a professional manner

IN RETURN YOU GET:
This position is an excellent opportunity to learn and work in the entertainment field, develop important business skills, and experience group dynamics. This is a 12-month position which pays a wage based on $8.05 per hour up to 40 hours per pay period. The Office Coordinator is responsible for his/her tasks, should the work load exceed those 40 hours per pay period. This position will require a minimum of 20 hours per week in the office, between the Coordinator and two office assistants. All coordinators are encouraged to make arrangements for independent study or internship to tie into their appointment to augment their academic record.