

POSITION DESCRIPTION
DER-DCC-10 (Rev. 5-84)
 State of Wisconsin
 Department of Employment Relations

1. Position No.	2. Cert / Reclass Request No.	3. Agen 285
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4. NAME OF EMPLOYEE	5. DEPARTMENT, UNIT, WORK ADDRESS History, Psychology & Econ Department Office
6. CLASSIFICATION TITLE OF POSITION Academic Department Associate	University of Wisconsin-Parkside Box 2000, 900 Wood Road Kenosha, WI 53141-2000
7. CLASS TITLE OPTION <i>(to be filled out by Personnel Office)</i>	8. NAME AND CLASS OF FORMER INCUMBENT Jean Hrpcek/Academic Department Associate
9. AGENCY WORKING TITLE OF POSITION Academic Department Associate	10. NAME AND CLASS OF EMPLOYEES PERFORMING SIMILAR DUTIES
11. NAME AND CLASS OF FIRST-LINE SUPERVISOR Dennis Kaufman	12. FROM APPROXIMATELY WHAT DATE HAS THE EMPLOYEE PERFORMED THE WORK DESCRIBED BELOW?

13. DOES THIS POSITION SUPERVISE SUBORDINATE EMPLOYEES IN PERMANENT POSITIONS?
 IF YES, COMPLETE AND ATTACH A SUPERVISORY POSITION ANALYSIS FORM (DER-PERS-84).
 Yes No

14. POSITION SUMMARY - PLEASE DESCRIBE BELOW THE MAJOR GOALS OF THIS POSITION:
See Attached

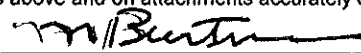
15. DESCRIBE THE GOALS AND WORKER ACTIVITIES OF THIS POSITION *(Please see sample format and instructions on back of last page.)*

- ___ GOALS: Describe the major achievements, outputs, or results. List them in descending order of importance.
- ___ WORKER ACTIVITIES: Under each goal, list the worker activities performed to meet that goal.
- ___ TIME %: Include for goals and major worker activities.

TIME %	GOALS AND WORKER ACTIVITIES	(Continue on attached sheets)
	See Attached	

16. SUPERVISORY SECTION - TO BE COMPLETED BY THE FIRST LINE SUPERVISOR OF THIS POSITION *(See Instructions on back of last page)*

a. The supervision, direction, and review given to the work of this position is close limited general.
 b. The statements and time estimates above and on attachments accurately describe the work assigned to the position. *(Please initial and date attachments.)*

Signature of first-line supervisor  Date 11/3/17

17. EMPLOYEE SECTION - TO BE COMPLETED BY THE INCUMBENT OF THIS POSITION

I have read and understand that the statements and time estimates above and on attachments are a description of the functions assigned my position. *(Please initial and date attachments.)*

Signature of employee _____ Date _____

18. Signature of Personnel Manager _____ Date _____

Required distribution after all signatures have been obtained is five copies (check one box below for each copy):
 PD File (original) DER Employee Supervisor

University of Wisconsin - Parkside

B. Job Title: Academic Department Associate: History, Psychology & Economics

C. Is this Position Hourly or Salaried? Hourly

D. Shift & Hours of Position: 7:45am-4:30pm (first shift)

E. Number of Subordinates (if applicable): none

F. List of Essential Job Functions, Knowledge, Abilities, and Skills:

I. Administrative Assistance (65%)

1. Policies and procedurs

- Make decisions and exercise judgement when following and/or implementing program guidelines, campus policies, and procedures.
- Provide Chair/Director/Faculty with pertinent student and enrollment information utilizing the current UW-Parkside student information system.
- Assist Chair/Director in revising and implementing departmental/program policies and procedures, as directed.
- Assist with program reviews and strategic planning.

2. Resolve operational problems for staff/students.

- Independently investigate and resolve operational problems or situations impacting staff and students.
- Coordinate advising activities for students and faculty by providing pertinent information for both.

3. Prepare data for chair for decisions affecting Department/Center/Program:

- Maintain a chronological file of syllabi for each course offered, for every semester.
- Prepare, distribute, and process Student Course/Instructor Evaluation form every semester, including Winterim and Summer sessions; sort and file written comments.
- Analyze staffing needs for the Department/Center and recommend solutions.

4. Communications - Department/Center/Program

- Serve as first point of contact with the public regarding Department/Center/Program operations, policies, procedures, and programs.
- Screen phone calls, mail and walk-ins.
- Organize and maintain all department mailboxes including faculty, instructional academic staff, internship advisor(s), and student assistant(s).
- Sort and distribute incoming mail.
- Greet public and serve as receptionist for Chair/Director/Faculty, and instructional academic staff. Answer general questions or refer to appropriate personnel.

- Receive and reply to incoming emails and phone calls, forward to appropriate faculty or staff member.
- Take accurate and detailed messages for the Department/Center/Program.
- Provide students with information about the Department/Center/Program clubs.
- Maintain and update a file of all necessary forms (e.g. declaration forms, etc.).
- Post and inform students and advising center of class cancellations and room changes following University and departmental policies (i.e. due to weather or instructor absence).
- Maintain faculty course schedules for availability of all faculty/staff (class, times, office hours, etc.).
- Coordinate updating/posting of elevator building directory (yearly).
- Assist in maintaining Department/Center/Program website, as directed.
- Assist with planning and hosting special meetings, functions, and other events.

5. Communications: Internal Liaison between faculty, staff, students, and Chair/Director.

- Facilitate forms, correspondence, and duplication, including, but not limited to, letters, email announcements, memos, routine forms for Chair/Director and students, faculty schedules, grant proposals, course announcements, job applications, textbook requests, programs, flyers, and handouts, etc.
- Schedule appointments and meetings with administrators, faculty, instructional academic staff, and the public, as needed.
- Train student assistants concerning the policies and procedures of the department and train to use departmental equipment, including, but not limited to, copy machine, fax machine, voicemail, scanner, and computer.
- Keep account of sick leave and coverage for student workers and LTEs as necessary for Chair/Director.
- Coordinate student work assignments and review work for timeliness and accuracy.
- Together with direct supervisor, terminate student assistant(s) as needed.

6. Communications: External Liaison with Dean's office and other campus offices and services.

- Serve as liaison between the Department/Center/Program and the Dean's office on issues relating to faculty, instructional staff recruitment, visiting scholar appointments, course information, department needs, and funding issues.
- Update, revise, and process course and curricular change forms as needed.
- Assist with processing catalog copy changes as needed and requested.
- Together with direct supervisor, interview and hire student assistant(s). Work with HR as needed to finalize arrangements.
- Process executive actions on student files when necessary. Forward executive actions to appropriate offices, including the Dean's office, Registrar, Advising Center, and so on.
- Process key requests and acquire, distribute, and track keys for offices, outside doors, labs, and related spaces. Keep a log of all keys in circulation.

- Coordinate the cleaning and maintenance of designated work and office spaces as needed.

7. Assist Chair concerning tenure and promotion procedures and deadlines.

- Develop, update and maintain confidential personnel files.
- Assist faculty in preparing their files for annual summaries/reviews, merit evaluations, tenure decisions and promotions, and sabbatical requests, as needed.
- Remind Director/Chair of deadlines related to faculty tenure and promotions, based on the campus Administrative Calendar.
- Provide Director/Chair input affecting related policies and procedures

8. Assist with faculty recruitment and searches

- Work with Chair/Director to field the short-term staffing needs of the department. Contract lecturers/adjuncts who are scheduled to teach each semester and assist them with any required paperwork. Maintain files related to lecturers/adjunct instructors.
- Maintain files on applicants for associate lecturer (adjunct) positions. Send appropriate correspondence to applicants upon receipt of applicant letter/resume.
- Assist in coordinating faculty overload or emergency replacement teaching with the Chair/Director and Dean's office.
- Assist with preparation of Position Authorization Requests (PARs).
- Assist chairs in recruitment activities, arranging and placing ads in suitable publications as directed.
- Field phone calls and correspondence regarding position, keeping in mind confidentiality.
- Maintain files for all applicants using TAM. Create and send letters to applicants, as directed by chairs.
- Maintain confidential files of applicants for faculty positions using TAM including: a log of all contact made, resumes, copies of letters sent to and received from applicants, letters of reference.
- Prepare interview schedules for faculty candidates coming to campus, including coordinating interviews with appropriate Dean and/or Provost.
- Prepare travel and lodging arrangements for candidates, as needed.
- Prepare travel expense reports for candidates who come for on-campus interviews.
- Prepare and submit all necessary financial/budget paperwork.
- Record search committee meeting minutes as directed.
- Maintain confidentiality and security of all search documents and files throughout the search process. Prepare all search files for secure storage (for 7 years).
- Process and generate contract letters and payroll forms for new employees.
- Acquaint and inform new faculty, lecturers, and student workers regarding department and university policies, procedures, and practices.

9. Manage correspondence to/from Chair/Director/Department

- Assist with department-related correspondence.
- Arrange meetings and schedule conference room as needed.

- Prepare and distribute departmental meeting minutes to appropriate faculty, Dean, and Secretary of the Faculty.
- Manage correspondence and reports addressed to the Chair/Director and respond to routine requests from internal and external sources on his/her behalf.
- Facilitate Department/Center/Program communications, including, but not limited to: letters memos, routine forms, faculty schedules, annual summaries, promotion and tenure documents, merit reviews, programs, promotional course flyers, posters, articles, handouts, etc.
- Purge files as necessary and remove inactive files to archives.

10. Plan travel (in state and out of state)

- Assist faculty in making hotel and travel arrangements when traveling to conferences, following the appropriate UW travel policies and using approved vendors.
- Plan and coordinate local, national and international travels for staff and visiting researchers and lecturers.
- See also Part 1, Section 8, above, concerning travel for job candidates.

11. Handle Pro-Card

- Act as purchasing agent for the Department/Center/Program with authority to purchase supplies and equipment using the state procurement card through approved internal and external vendors.
- Serve as liaison with UW purchasing department and vendors to ensure compliance with university, state, and federal guidelines.
- Monitor the department supplies/expense account and verify incoming orders for accuracy. Distribute items or return orders if shipped incorrectly.

12. Prepare and audit travel expense reports

- Prepare travel expense reports, travel-advance requests, reimbursements, payments to individuals (when necessary), and so on, as needed.
- See also Part I, Section 8, above concerning travel expense reports for job candidates.

II. Fiscal Duties (20%)

1. Coordinate and monitor the operating budget for the office and program.

- Keep inventory of capital equipment.
- Maintain departmental office budget through careful planning and funding.
- Compile data for annual program budget. Balance out yearly budget at end of each fiscal year, detailing balances/deficits for all accounts.

2. Track Funds

- Use WISDM to keep accurate records of budget spending for office/department budgets. Provide chairs with monthly budget reports. Reconcile monthly duplication and phone charges.

- Assist faculty when receiving a grant. Set-up accounts with proper departments and maintain time records of research assistant(s) associated with the grant. Acquaint faculty and research assistant(s) with proper procedures on how to accomplish tasks, as needed.
- Keep accurate records of budget accounts using current UW-Parkside financial information computer program. Provide department chair with monthly budget projections and recommendations on spending.
- Use Microsoft Excel to monitor budget accounts.
- Schedule student assistant working hours and review requests for time off.
- Provide account projections and updates to chair when requested.

3. Maintain records on state funds, UW accounts and gifts.

- Audit time sheets for student assistants, send to payroll. Maintain student assistant time sheet file and answer any questions regarding timesheets that may arise.
- Process work orders for routine maintenance, and cleaning and painting for current faculty and new faculty offices.
- Analyze past expenditures and project future trends.

4. Review salaries, fringe and overhead - make budget recommendations.

- Provide judgement and advice to the director/chair on program needs and priorities with respect to the department budget.

5. Approve and assign expenditures to fund accounts.

- Assist with special events in the form of processing special events parking, food and catering services, room reservations, and advertising.
- Process the low dollar orders (LDO) for departments and grant recipients.
- Approve and assign expenditures to appropriate fund accounts.
- Prepare requisitions and payment transfers according to established procedures.

6. Track and reconcile monthly budget expenditures.

- Calculate and collect faculty expenses and any reimbursement due the departments, and/or transfer funds from individual accounts to department.
- Receive, file, and process requests for expenditures.
- Monitor telephone, mail, and duplicating charges.
- Receive, file, and process requests for expenditures.
- Review control sheets to verify expenditures.
- Control expenditures through inventory control.
- Keep a log of journal entries of expenses through WISDM and keep copies to verify expenses.

G. List of Marginal Job Functions:

I. Academic Program Duties (10%)

1. Advise students on class availability, prerequisites, and content.
 - Advise students about course availability, course prerequisites, and course content.
 - Advise and counsel students on alternatives for closed sections and future offerings.

2. Process change forms and facilitate special registrations.
 - Maintain and update a file of all necessary forms (e.g. add/drop, declaration forms, independent study, executive actions, change of grade, incompletes, etc.)
 - Answer questions regarding the program and registration process.
 - Assist students with completion of forms required for academic action.
 - Process student-related forms and paperwork.

3. Monitor registration activities.
 - Monitor students' registration activities, enrollment caps, and provide enrollment reports to Chair/Director/Faculty as needed.
 - Print class rosters, DARS reports, and distribute enrollment permission numbers to faculty and instructional academic staff as needed.

4. Maintain department student/course records.
 - Maintain student/course records for the department.
 - Maintain confidentiality concerning student records, per FERPA.
 - Perge old files as necessary.

5. Prepare all timetable information and enter data.
 - Take part in timetable planning sessions with the chair, as needed.
 - Review timetable requests from faculty, determine discussion sections and room assignments, and resolve any conflicts for time and day assignments, as needed.
 - Process instructional timetable each semester, including Winterim and Summer semesters. Load courses into the UW-Parkside Student Information System or forward timetable to the Registrar, as directed.

6. Unique, program-specific duties.
 - Assist Chair and Faculty with program-specific activities and events.
 - Troubleshoot for copy machine, if one is assigned to the area, by correcting problems, calling for services as needed, and maintaining an inventory of copy machine supplies.

II. Payroll Duties (5%)

1. Provide guidance and general overview of all payroll procedures to student workers and LTEs.
 - Prepare and process payroll forms for student workers and LTEs as needed.

H. Responsible for Money, University funds, or accounts which hold financial information?
 Yes or No

No

I. Ergonomic Requirements:

(i.e.: excessive mobility to make deliveries on campus, climbing ladders, extensive computer use)

Extensive computer use, able to make deliveries to other offices within the University, carry or move up to 20 pounds of office supplies/equipment.

J. Qualifications:

***Required:* Excellent skills with Microsoft Word, Outlook, and Excel. Ability to learn University unique software programs (for example, but not limited to: WISDM, Adobe Acrobat, SharePoint). Excellent organization and communication skills. Ability to carry out several tasks simultaneously. Ability to interact effectively with faculty, staff, students and members of the community. Appropriate knowledge gained through a combination of education and training courses and experience. Formal education and training may include some combination of formal education and informal training and experience on the job.**

***Preferences:* Strong interpersonal skills are important, given the wide variety of tasks and number of people being served. Experience in preparing classroom materials, monitoring budgets and daily routine tasks. Ability to work with group of diverse populations. Able to use or learn Microsoft PowerPoint.**

K. Equipment to be used on the job:

(By each piece of equipment, put an "F" for frequent use, an "O" for occasional use, or an "R" for rare use.)

1. Tools: (power or manual tools)

Electric stapler (O)

Electric pencil sharpener (O)

2. Large Machinery: (includes vehicles)

None

3. Electrical Equipment: (i.e.: floor buffer, includes office equipment)

Fax (O)

Copy machine (F)

Desktop computer (F)

Printer for computer (F)

4. Chemicals: (includes cleaning supplies, lab chemicals, hazardous waste)

Window cleaner (O)

All-purpose cleaner (O)

L. Additional Information:

M. Organizational Chart - must be attached