

# University of Wisconsin - Parkside

**B. Job Title: Deans Assistant, College of Social Sciences and Professional Studies**

**C. Is this Position Hourly or Salaried? Hourly**

**D. Shift & Hours of Position: 7:45am - 4:30pm**

**E. Number of Subordinates (if applicable): 0**

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

**1. Essential Job Functions**

**GOAL A: ADMINISTRATIVE SUPPORT TO THE DEAN AND ASSOCIATE DEAN (50%)**

A.1. Manage Dean and Associate Dean's schedules and electronic calendars. Coordinate meeting times, dates and locations for individuals at Dean/Associate Dean's request.

A.2. Screen calls, visitors, and requests for appointments, evaluate requests for information, responding to requests or referral to appropriate individual or office. Analyze and discreetly reply to inquiries.

A.3. Oversee opening mail, screen, prioritize and distribute to Dean and Associate Dean as appropriate.

A.4. Exercise confidentiality and discretion in all aspects of the position, including communications with administrators, faculty, academic staff, academic department associates, and students. Act as liaison between the Dean's office and other support staff in the College. Advise Dean and Associate Dean of situations that require attention.

A.5. Research and assist the Dean and Associate Dean in preparation of college data, administrative documents, and reports for submission to campus administration.

A. 6. Assist with the development, monitoring and management of the College's budget, in collaboration with Business Services, the Provost's Office, Departments, and other offices on campus. Must be proficient in using WISDM, Business Services forms (TER's, PIR's, and spreadsheets) and key financial management policies and procedures of the college, university, and UW System.

A.7. Place college orders using Pro Cards. Maintain and reconcile records for Pro Card usage.

A.8. Assist in reviewing office and equipment purchase requests and make recommendations to the Dean regarding computers, printers, and other office equipment. Obtain price quotes and product samples where applicable.

A.9. Maintain record of inventory in College for capital equipment and software.

A.10. Oversee the directory cases for faculty and academic staff directories for the College. Act as building emergency officer in absence of Dean and Associate Dean and notify Facilities Management or appropriate unit when services or repairs are needed. Initiate online work orders or repairs and maintenance of College and building facilities and equipment.

A.11. Schedule building conference rooms for various internal and external groups.

A.12. Consult with Chairs/Directors and support staff concerning current assignments and deadlines.

A.13. Communicate with members of the University and community with professionalism and support.

A.14. Prepare and submit forms for the Dean and Associate Dean for request to be absent from campus, vacation, and time reporting as required, to the Provost Office. Maintain and submit records of Dean and Associate Dean travel and expense reporting.

A.15. Manage the day-to-day operations of the Dean's Office effectively and efficiently, including monitoring the overall needs of clerical/student help staff in the College, and providing assistance in resolving administrative support problems as they occur such as additional assistance for workloads, vacation scheduling, etc.

A.16. Assume responsibility to follow through in completing letters for the Dean's List at the end of each semester to both undergraduate and graduate students.

A.17. Maintain filing system for the College (personnel, general correspondence, program reviews, recruitment, annual summaries, contract renewals, merit, tenure decisions, etc.).

A.18. Assist the Dean in recruiting activities for new faculty and academic staff. This includes: arranging for ads to be placed in newspapers and publications, preparing open position authorization request forms for approved faculty position allocations to be forwarded to the Provost/Vice Chancellor for approval, making travel arrangements for candidates coming to campus for interviews for open faculty/academic staff positions, and preparing travel forms and travel expense reports for candidates coming to campus to interview for open faculty/academic staff positions.

#### **GOAL B: ADMINISTRATIVE MANAGEMENT IN PERSONNEL AREA (25%)**

B.I. Review academic calendar from the Provost and advise Dean and Associate Dean of pertinent deadlines as needed. Monitor deadlines and keep the Dean, Associate Dean, chairs/directors, and support staff notified to ensure that deadlines are met for reappointment, promotion, etc.

B.2. Serve as liaison with the Office of the Provost/Associate Provost and other constituencies to ensure that all applicable procedures are followed and personnel records are processed and maintained for all academic departments in the College.

B.3. Receive and review reappointment materials and report any discrepancies to the Dean.

B.4. Review position recruitment forms from the department chairs to ensure that correct procedures are followed; work with department chairs and department associates to resolve problems as needed. Maintain a working log of approved recruitment searches and schedule candidate interviews with the Dean. Complete appropriate faculty offering position forms for the chosen candidate. Create personnel file for new hires.

B.5. Receive requests from faculty, academic staff, and department associates requiring personnel action (i.e., retirements, resignations, percentage changes in appointments, leave of absence, etc.). Direct these requests to the appropriate university office along with proper forms and information, and ensure that accurate and proper correspondence/forms are generated.

B.6. Establish and maintain confidential personnel records on all faculty and staff in the College of Social Sciences and Professional Studies.

B.7. Receive monthly leave reports from department chairs to obtain Dean's signature and forward to HR.

B.8. Generate (and update) list of College's faculty/staff that includes: department, name/title, term of appointment as chair/director, office, phone (home/cell), tenure decision, and sabbatical term.

B.9. Assist HR and the Dean in generating contract letters for associate lecturers for fall, winterim, spring, and summer session for the College.

B.10. Maintain records of the following for the College: contract renewals/staff status reports, tenure decisions, assessment/strategic plans, program reviews, emeritus status, recommendation of letter of offer, etc.

B.11. Maintain and update faculty/academic staff course load for each session (fall, winterim, spring, and summer).

### **GOAL C: ADMINISTRATIVE SUPPORT (Policies and Procedures) (15%)**

C.1. Provide assistance to faculty, academic staff, classified staff, and LTE's in the preparation of all university forms (i.e. timesheets, requisitions, payment to individual reports, travel expense reports, position authorization requests, etc.) as needed.

C.2. Provide assistance to department chairs and department associates in policies and procedures of recruitment activities (position authorization requests, ad placement, travel arrangements, hotel accommodations, recommendation of offer, etc.) as needed.

C.3. Provide assistance to chairs and department associates in hiring LTE's to ensure that proper documentation is done in a timely manner as needed.

C.4. Communicate with chairs, directors, and department associates in the College with regard to status of deadlines ( i.e., contract renewals, annual summaries, merit, program reviews, outside activities, submission of classes for fall, winterim, spring, and summer).

C.5. Communicate with Provost /Associate Provost and other constituencies to ensure all applicable personnel records and policies and procedures are received and distributed in a timely manner.

C.6. Create and maintain a database each session with faculty/academic staff course load. Evaluate summer school session assignments to establish that faculty members stays within the 2/9 salary compensation limitation.

C.7. Other administrative support as needed.

#### **GOAL D: ADMINISTRATIVE MANAGEMENT OF EVENTS, TRAVEL, AND PROGRAMS (5%)**

D.1. Provide information and assistance to students, faculty, and visitors to the appropriate offices or areas. Arrange facility, refreshments and other necessary accommodations for College meetings as needed.

D.2. Coordinate travel arrangements for the Dean, Associate Dean, and other college personnel at the Dean's request. Prepare and maintain records of travel vouchers, process reimbursements, and related documents.

D.3. Assist with planning and coordinating special College events as needed.

D.4. Other duties as assigned by the Dean and Associate Dean.

#### **GOAL E: MISCELLANEOUS DUTIES (5%)**

E.1. Attend College faculty/staff meetings, record, and distribute minutes.

E.2. Post announcements and other informational materials in the office or distribute by e-mail. Obtain and issue complimentary parking permits to non-campus personnel. Acquire office keys for faculty and support staff and keep related records. Provide back-up support for department offices.

E.3. Interpret College policies and procedures, and University and State regulations for academic support staff, faculty, students.

E.4. Coordinate/assist as appropriate in the preparation and conduct of seminars/conferences sponsored by the College.

E.8. Maintain Contingency Fund; screen expenditures, maintain balance; complete and submit an itemized accounting with request for reimbursement.

E.9. Maintain records/data pertaining to adjunct teaching, current/historical course enrollments, course grade distributions, and student evaluations of courses.

E.10. Develop and update faculty/staff directories.

E.11. Set up social media accounts and maintain daily activity on channels such as Facebook, MySpace, Twitter, YouTube.

## **2. Essential Knowledge, Skills, and Abilities**

- Working knowledge of word processing, spreadsheet, email, and database applications
- Ability to learn, interpret, and properly apply policies and procedures
- Ability to participate in work groups; and coordinate, develop, and implement projects
- Ability to identify, analyze, and resolve problems
- Ability to plan, organize, and prioritize multiple work assignments and projects
- Ability to maintain accurate and detailed records
- Ability to develop and maintain effective professional working relationships with individuals at all organizational levels
- Ability to provide assistance on work assignments of other College staff
- Ability to work independently and with diverse groups of people
- Ability to communicate effectively both orally and in writing with groups or on one-to-one basis
- Ability to perform work often under pressure to meet multiple service and operational demands while maintaining service standards
- Physical ability to sit at a desk and/or operate a personal computer for about 2 hours at a time
- Moderate amounts of walking, standing, and stair climbing; occasional lifting of up to 25 pounds

## **G. List of Marginal Job Functions:**

1. Posting of announcements
2. Back-up support for department offices in the College

## **H. Responsible for Money, University funds, or accounts which hold financial information?**

**Yes or No**

Yes.

**I. Ergonomic Requirements:** (i.e.: excessive mobility to make deliveries on campus, climbing ladders, extensive computer use) Keyboarding/typing. Extensive computer usage; excessive mobility to make deliveries on campus; bending, lifting, and reaching in regards to filing and movement of supplies and equipment to proper destination. Must be able to walk to different

areas of campus (CART, GRNQ, MOLN, SCTR, TLNT, WYLL and etc.). Good hand/eye coordination required to using computer mouse. Up and down from chair in response to office activities

**J. Qualifications:**

Required:

- Proficient in Office software (Word, Excel, PowerPoint), and web navigation.
- Effective oral and written communication skills with the ability to interact effectively with a diverse group of co-workers and campus visitors
- Excellent organization skills in order to manage and accomplish multiple tasks, frequently within severe time constraints; ability to maintain high degree of confidentiality and to exercise independent judgment in dealing with complex situations

Preferences:

- Bachelor's degree or higher
- Understanding of postsecondary environment
- Demonstrated experience in office operations in higher education, non-profits, government, or related areas
- Demonstrated experience in administrative support
- Experience with social media.

**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) – Not Applicable
2. Large Machinery: (includes vehicles) – Not Applicable
3. Electrical Equipment: (i.e.: office equipment) – F: computer, printer, telephone, photocopier, paper shredder, fax machine, and paper cutter
4. Chemicals: (includes cleaning supplies, lab chemicals, hazardous waste) – O: Desk cleaner, toner (ex: laser printer, fax machine and photocopier)

**L. Additional Information:** Not Applicable

**M. Organizational Chart** – see attached

