

University of Wisconsin - Parkside

Job Title: University Services Program Associate

Hourly or Salaried? Hourly

Shift & Hours of Position: 1.0 FTE

Number of Subordinates (if applicable): N/A

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

This position provides assistance and support to the Center for Community Partnerships (CCP) program operations, program logistics and administration to include: continuing education and community engagement programs, financial data, division reports, marketing and the Executive Director and Assistant Director of the CCP at the University of Wisconsin-Parkside. The Program Associate will be the central support for program, financial and administrative staff at the CCP.

GOAL A: Program Operations and Program Logistics Support (60%)

- A1 Assist continuing education and community engagement program staff with the implementation of program logistics and related events
- A2 Assist with the development and implementation of processes to enhance marketing communications both internally and externally
- A3 Provide direction to the marketing liaison regarding programs, events and timelines
- A4 Provide guidance regarding ADA compliance for all CCP programs
- A5 Assist with the development and reporting of financial projects as requested by the accountant
- A6 Provide guidance and assistance to the collection of enrollment data and program financials
- A7 Prepare and monitor contracts, MOU's and expenditures for program and division operations to include grant reports; instruct staff on the appropriate format and forms to be used
- A8 Analyze financial/budget information and prepare reports to assist with program and division budgets and instruct staff on the appropriate format and reports to be used
- A9 Assist and support data entry registration system process and maintenance as appropriate
- A10 Maintain ideal master scheduling of division-wide CCP programs and larger events
Provide training and guidance to CCP student workers
- A11 Assist in the development and maintenance of student work schedules for maximum efficiency with program responsibilities and front desk duties
- A12 Assist with new staff documentation and training; determine work space and provide direction regarding overall office operations

Goal B: Administrative support for CCP Executive Director and Assistant Director (40%)

- B1 Schedule appointments and meetings with administration, faculty and community members
- B2 Screen and evaluate correspondence and reports and provide direction to the executive director and assistant director on urgent matters. Coordinate and manage executive director's and assistant director's calendar
- B3 Assist executive director in monitoring staff professional development activities and researching and recommending professional development opportunities for CCP staff
- B4 Compose and prepare program and division reports and coordinate materials; research factual information for a variety of summary reports requiring overall knowledge of CCP areas; proof and verify data; produce charts to illustrate data to include financial data
- B5 Maintain departmental and historical data; manage reservations of CCP public use room space and; order and track supplies for division

- B6 Update employee leave calendar and maintain confidential personnel files (new staff, updates for present staff, sick leave/vacation records, reviews, etc.)
- B7 Troubleshoot office equipment maintenance (computers, keys, copy machine)
- B8 Initiate letters, requisitions, memos, physical plant work orders and telephone installation or change forms and instruct staff on the appropriate request process and form(s)
- B9 Establish and maintain effective communications with division staff members, university and system offices and other faculty and staff members
- B10 Maintain records for the CCP to include: division wide meeting minutes, agenda, reports; outside projects and client contacts and mailing lists; strategic planning efforts and; personnel files. Instruct staff on the appropriate forms and reporting process(es)
- B11 Other duties as assigned by the executive director and assistant director

G. List of Marginal Job Functions:
Sort and distribute incoming mail.

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)
Extensive computer use; mobility and dexterity to reach and bend into filing cabinet; lifting up to 10 pounds.

J. Qualifications:
Required: Ability to type 35 WPM and proficiency in Microsoft Office software, Excel and web navigation. Excellent oral and written communication skills. Ability to maintain high degree of confidentiality. Strong organizational skills, ability to prioritize, execute numerous requests in a minimum amount of time, and tolerate phone and other interruptions with a minimum amount of discomfort. Ability to work independently. Ability to establish and maintain effective working relationships with a diverse group of co-workers and community members.
Preferred: Bachelor's degree from an accredited institution. Experience working within an educational institution. Experience in using registration software and project management software

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)
R-Hammer, R-screwdriver, F-Scissors
2. Large Machinery: (includes vehicles)
N/A
3. Electrical Equipment: (i.e.: floor buffer, includes office equipment)
Office Equipment (F-Computer, F-Copier, F-Fax, F-Printer, F-Telephone, R-Typewriter, O-Calculator, R-Pencil Sharpener, O-Shredder, O-TV-VCR)
4. Chemicals: (includes cleaning supplies, lab chemicals, hazardous waste)
O-Kitchen cleaning supplies

L. Additional Information:
Must be able to work as a team with other program assistants and program managers in the CCP.

M. Organizational Chart – must be attached