

A. Job Title: Program Assistant Advanced-Confidential

B. Is this Position Hourly or Salaried? Hourly

C. Shift & Hours of Position: 7:45 am – 4:30 pm

D. Number of subordinates (if applicable): none

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

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POSITION SUMMARY

The Program Assistant Advanced Confidential provides administrative support for the Vice Chancellor for Finance and Administration (VCF&A) & Associate Vice Chancellor for Enrollment Management (AVCEM). The Vice Chancellor for Finance and Administration provides leadership to the Division of Finance and Administration, which includes Business Services and Budgeting, Human Resources, University Police, Safety – Risk Management, Campus Technology Services and Facilities Management and is the Chief Business Officer for the university's \$100 million operating budget. The Associate Vice Chancellor of Enrollment Management provides leadership to the Division of Enrollment Management which includes Admissions, Financial Aid, New Student Services and Registrar. The AVCEM serves as the creative and visionary leader charged with developing and implementing strategic enrollment initiatives that promote achievement of the UW-Parkside's mission, priorities, and strategic goals.

The Program Assistant Advanced Confidential interacts daily with faculty, staff, students, parents, System Administration and community members to resolve problems, clarify policy or procedures, and respond to inquiries. Duties require recognizing and communicating potential problems to supervisors and exercising independent judgment in applying complex policies, rules, and regulations into decision-making actions. Oversees operational expenses, material purchases human resource activity, schedules meetings, makes periodic cash deposits, analyzes financial reports, composes correspondence and coordinates reports and special initiatives. Confidentiality is a critical aspect of the position which

functions under general direction and exercises independent judgment and thinking in completing the required duties.

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70% A. ADMINISTRATIVE SUPPORT FOR THE VCF&A AND THE AVCEM

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A.1 Manage VCF&A's and AVCEM's schedules and electronic calendars. Coordinate meeting times, dates and locations for individuals as requested. Schedule building conference rooms for other internal and external constituents.

A.2 Review calendars for both the VCF&A and the AVCEM and advise each of them of pertinent deadlines as needed. Monitor deadlines and keep both the VCF&A and the AVCEM, and staff informed to ensure that deadlines are met.

A.3 Assess and screen calls, visitors, and requests for appointments and information. Interpret rules, regulations, policies, and procedures when responding to requests or preparing reports. Refer to other departments or individuals as necessary. Exercise discretion when replying to inquiries of a sensitive or confidential nature.

A.4 Oversee opening mail, screen, prioritize and distribute to VCF&A and AVCEM as appropriate.

A.5 Exercise confidentiality and discretion in all aspects of the position, including communications with administrators, faculty, academic staff, classified staff and students. Communicate with members of the University and community with professionalism and supportive action. Act as a liaison between the Divisions of Finance & Administration and Enrollment Management and the campus community. Advise the VCF&A and the AVCEM of situations that require attention.

A.6 Manage the day-to-day operations of both departments effectively and efficiently, including monitoring the overall needs of each department and providing assistance in resolving administrative support problems as they occur.

A.7 Serve as a point of contact for both department budgets. Responsibilities include doing research or analysis and collaboration with Business Services or

other campus offices in order to provide valuable input in the budget development. Provide ongoing management and tracking of department expenditures and budget. Create reports and seek and obtain approvals as needed.

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A.8 Place department orders using Pro Cards for both departments. Maintain and reconcile records for Pro Card usage.

A.9 Assist in reviewing department office and equipment purchase requests and make recommendations to the VCF&A and to the AVCEM regarding computers, printers and other office equipment. Obtain price quotes and product samples where applicable. Maintain a record of inventory for both departments for capital equipment and software.

A.10 Create and maintain current organizational charts for both departments.

A.11 Maintain paper and electronic filing system for both departments to included personnel, general correspondence, program reviews, recruitment, annual evaluations, contract renewals, merit, etc.

A.12 Assist both the VCF&A and the AVCEM in recruiting activities, including: arranging for ads to be placed in newspapers and publications, preparing open position authorizations (PAR) request forms, making travel arrangements for candidates coming to campus for interviews, and preparing travel forms and travel expense reports for candidates coming to campus to interview.

A.13 Provide administrative support for various campus committees.

A.14 Perform other duties as assigned.

25% B. ADMINISTRATIVE MANAGEMENT OF EVENTS, TRAVEL, AND SPECIAL PROJECTS

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B.1 Provide information and assistance to students, faculty, staff and visitors to the appropriate offices or areas. Arrange facility, refreshments and other necessary accommodations for both departments as needed.

B.2 Coordinate travel arrangements for both the VCF&A and the AVCEM and other personnel as requested. Prepare and maintain records of travel vouchers, process reimbursements, and related documents.

B.3 Assist with planning and coordinating special events for both departments.

B.4 Create and maintain social media accounts and monitor daily activity on social media channels.

B.5 Utilize content management platforms for web page development and communication.

B.6 Perform other duties as assigned

5% D. MISCELLANEOUS DUTIES

C.1 Attend both departments' staff meetings, record and distribute minutes.

C.2 Post announcements and other informational materials as requested or distribute via email.

C.3 Acquire office keys for staff and maintain related records.

C.4 Assist with the preparation of presentations and reports as required.

C.5 Assist with preparation of presentations and reports as required.

C.6 Manage continuing student communication including text messages, email and website.

C.7 Perform other duties as assigned.

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F. List of Marginal Job Functions

- Participate on various university committees.
- Provide back-up support and work collaboratively with other administrative staff and departments in the administration area.

G. Responsible for money, University funds, or accounts which hold financial information?

Yes or No

Yes

H. 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. Good hand/eye coordination required to using computer mouse. Up and down from chair in response to office activities.

I. Qualifications:

Required:

- Demonstrated proficiency in Microsoft Office software (Outlook, Word, Excel, PowerPoint) with advanced word processing and spreadsheets and web page software.
- Demonstrated effective oral and written communication skills with the ability to interact effectively with a diverse group of co-workers and campus visitors
- Demonstrated excellence in organization skills to manage and accomplish multiple tasks, frequently within severe time constraints
- Demonstrated ability to maintain high degree of confidentiality and professionalism.
- Demonstrated ability 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

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J. 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 – N/A

2. **Large Machinery:** (includes vehicles)

R – N/A

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

F computer, printer, telephone, photocopier, paper shredder, fax machine, paper cutter and use of technology equipment.

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

O Desk cleaner, toner (ex: laser printer, fax machine and photocopier)

K. Additional Information

Requires a high level of confidentiality. Due to the centralized location of the work station for this position, many visitors assume that the person in this position is an assistant to, or has knowledge related to, other people in the area. It is good customer service, for this person to be aware of schedules, pending issues/projects and functions of several other non-related offices/people nearby.

Knowledge, Skills, and Abilities Required:

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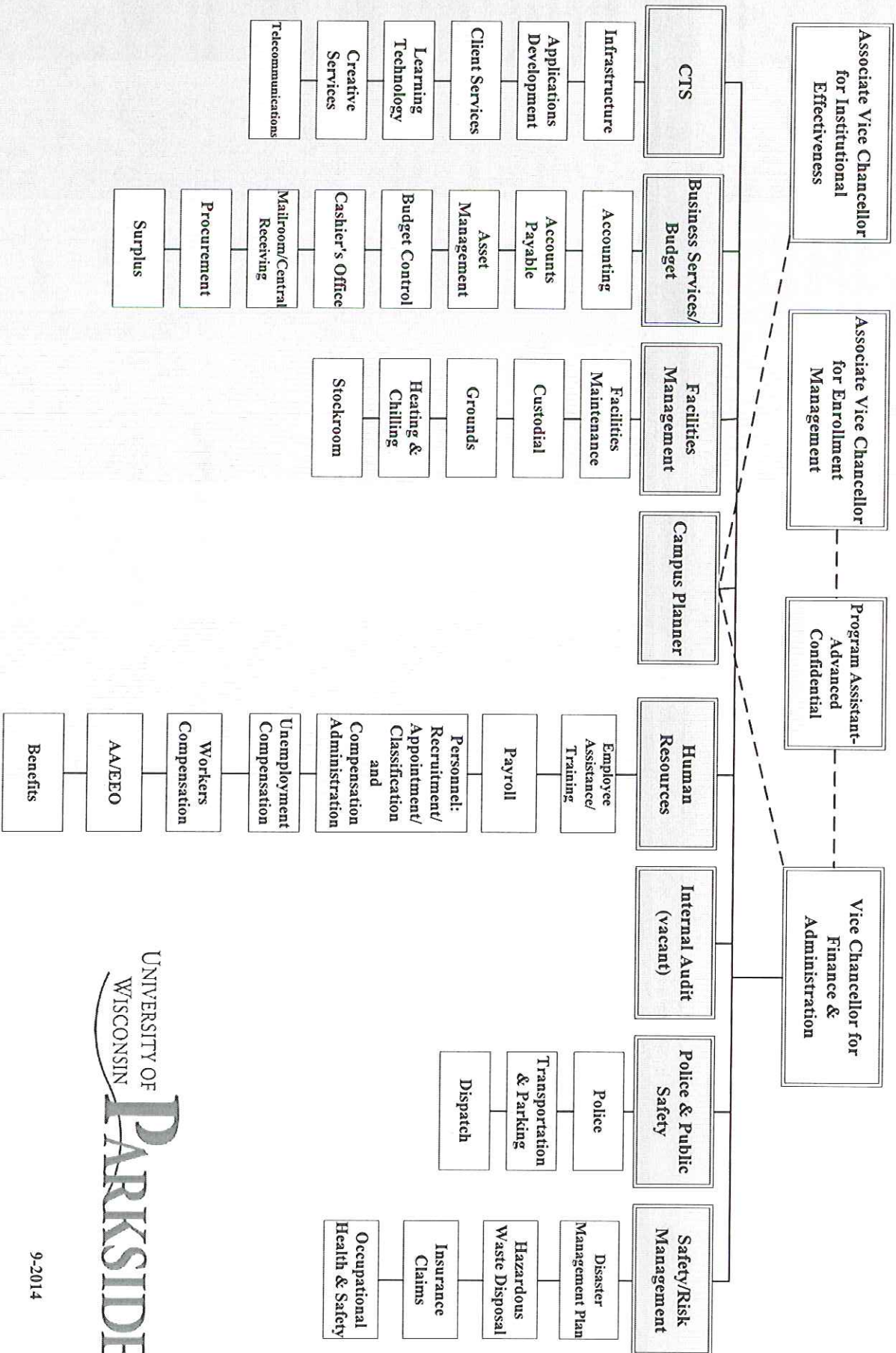
- Ability to work independently and with sound judgment and discretion under a variety of complex rules and regulations.
- Ability to maintain sensitive and confidential information.
- Ability to work collaboratively with diverse constituents; faculty, administration, students, staff, parents, alumni, community members.
- Skilled in Microsoft Office (Outlook, Word, Excel, PowerPoint, Access), and Web page software.
- Demonstrated experience in an administrative information system tool (i.e. PeopleSoft); a customer relationships tool (i.e. EMS); and an imaging system tool (i.e. Image Now).
- Knowledge of budget processes and accounting principles.
- Ability to handle crisis situations in a sensitive manner.
- Excellent oral and written communication skills.
- Ability to negotiate and problem solve independently.
- Ability to exercise a strong sense for priority and time management.
- Work effectively in a fast-paced environment where priorities are constantly changing and interruptions are common.
- Utilize University and UW System data bases and systems from the University's mainframe, e.g. WISDM, PeopleSoft, KRONOS
- Exercise a high degree of independence in carrying out the work, with the ability to follow through and balance many tasks simultaneously while handling sensitive and confidential matters with discretion.

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Finance & Administration Organizational Chart



Enrollment Management

