

University of Wisconsin - Parkside

RECEIVED

APR 30 2014

Human Resources

Job Title: University Services Associate 2

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 administrative support to the Executive Director and Assistant Director of the Center for Community Partnerships at the University of Wisconsin-Parkside as well as division operations, programming logistics and daily office duties.

GOAL A: Administrative support for CCP Executive Director and Assistant Director (40%)

- A1 Schedule appointments and meetings with administration, faculty and community members
- A2 Screen and evaluate correspondence and reports and bring important and urgent matters to executive director and assistant director
- A3 Coordinate and manage executive director's and assistant director's calendar
- A4 Assist executive director in monitoring staff professional development activities and researching and recommending professional development opportunities for CCP staff
- A5 Prepare 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
- A6 Assist with the development and implementation of systems to help with staff efficiencies and enhanced customer service in include marketing and communication
- A7 Maintain records for the CCP, including: a.) division wide meeting minutes, agenda, reports, etc. b.) outside activities and interests, c.) strategic planning efforts

GOAL B: Division operations and programming logistics (30%)

- B1 Assist in the oversight and training of CCP student workers
- B2 Assist in maintaining student work schedules for maximum efficiency and manage front desk responsibilities
- B3 Assist with new staff documentation and on-boarding, determine work space and overall office maintenance
- B4 Support continuing education and community engagement departments with the implementation of program operations and events
- B5 Ensure all CCP programs are ADA compliant
- B6 Maintain departmental and historical data
- B7 Manage reservations of CCP public use space
- B8 Order and track supplies for division

GOAL C: Division wide projects and event participation (30%)

- C1 Maintain ideal master scheduling of division-wide CCP events
- C2 Update employee leave calendar and maintain confidential personnel files (new staff, updates for present staff, sick leave/vacation records, reviews, etc.)
- C3 Troubleshoot office equipment maintenance (computers, keys, copy machine)
- C4 Support data entry registration system process and assist with maintenance
- C5 Monitor timelines of larger events with Microsoft Project
- C6 Initiate letters, requisitions, memos, physical plant work orders and telephone installation or change forms

- C7 Assist with reporting of fiscal projects as requested by the accountant
- C8 Establish, facilitate and maintain effective communications with division staff members, university offices and other university faculty and staff members
- C9 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 and proficient in Microsoft Office software 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. Proficiency 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