

**LIMITED TERM EMPLOYMENT OPPORTUNITY
UNIVERSITY OF WISCONSIN SYSTEM ADMINISTRATION**



TITLE:	Office Associate
LOCATION:	UW System Administration Office of Academic and Student Services 1220 Linden Drive, 16th Floor Van Hise Hall Madison, WI 53706
WORK SCHEDULE:	Full-time, Monday – Friday, hours negotiable between the hours of 7 a.m and 5:30 p.m. Estimated duration up to 3 months.
RESPONSIBILITIES	Duties in support of Academic and Student Services activities to include providing administrative support such as reviewing and finalizing correspondence, grants guidelines, calls for proposals, and reports; creating PowerPoint presentations; tracking response-due letters; posting information to the internet; and managing appointments including setting up conference calls and committee meeting times.
KNOWLEDGE AND SKILLS REQUIRED:	Thorough knowledge of office support functions with preference given to individuals with experience working with MS Office Suite 2007 and Dreamweaver, excellent oral and written communication skills, and an ability to work independently and follow-through a must.
PAY:	\$12/ per hour.
INTERESTED CANDIDATES:	Applicants should submit a cover letter and current resume to: Dace Zeps at 1220 Linden Drive, Rm 1606, Madison, WI 53706. Email: dzeps@uwsa.edu; Fax 608-263-2046, Phone 608-262-3767. Applications will be accepted until the needs of the department are met.
