

**UNIVERSITY OF WISCONSIN SYSTEM ADMINISTRATION
EMPLOYMENT OPPORTUNITY**

(Transfer, Reinstatement, or Voluntary Demotion)

CLASSIFICATION:	UNIVERSITY SERVICES PROGRAM ASSOCIATE (PR 02-11) Please note – only current or former State employees with transfer/reinstatement eligibility at or above pay range 02-11 are eligible to apply for this position.
LOCATION:	UW System Administration Office of Student Affairs and Academic Support Services 1606 Van Hise Hall, 1220 Linden Drive Madison, WI 53706
WORK SCHEDULE:	7:45 a.m. – 4:30 p.m. Monday through Friday
DUTIES:	This position will provide professional administrative and programmatic support to the Associate Vice President for Student Affairs and Academic Support Services (SAASS) as well as four academic planners in the SAASS unit within the Office of Academic and Student Services (ACSS). Duties include representing the SAASS positively to all publics through effective interpersonal skills and through mail, e-mail and telephone contact; researching a variety of administrative and programmatic issues for the AVP and academic planners; monitoring the budget using accounting software; providing office coordination and management including researching office purchases, coordinating hardware and software upgrade installations, and organizing office space and moves within SAASS; maintaining a central filing system; coordination and organization of logistics for working groups, committee meetings, workshops, conferences, or multi-day events; coordinating recruitment and hiring for SAASS; responding to requests and inquiries from internal and external sources on behalf of the AVP and academic planners; managing calendars and opening and prioritizing mail; other duties as assigned.
KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:	Excellent organizational skills and the ability to manage a variety of activities and projects simultaneously; excellent interpersonal skills and ability to establish and maintain positive interaction and working relationships with a variety of people; ability to train, lead, and delegate to personnel with a variety of program support responsibilities; excellent written and oral communication skills; knowledge of and respect for professional standards in correspondence and promotional materials; ability to develop, document, and implement policies; working knowledge of various uses of computer applications such as spreadsheets, databases, word processors, and web editors, including, but not limited to, Microsoft Office Suite and Adobe software; ability to analyze situations and exercise good judgment in making a wide variety of decisions; ability and flexibility to adapt to a variety of responsibilities and ever-changing needs and priorities; knowledge of office policies, practices, and procedures; knowledge of accounting principles and practices with good mathematical skills; knowledge of records management and retention practices.
PAY:	Pay will be based on rules that apply to compensation upon transfer, reinstatement or voluntary demotion transactions; Starting pay will not be less than the minimum for schedule-range 02-11 (currently \$15.106 per hour).
APPLICATION:	Eligibility is based on transfer, reinstatement or voluntary demotion rights acquired by virtue of current or former State employment in the classified service at or above PR 02-11. Eligible applicants must submit a letter of interest addressing the qualifications and experiences listed above, current resume, and the current contact information of three supervisory references on or before 4:30 pm, Friday, November 27, 2009 to: Demi Wiemann, UW System Administration, Office of Human Resources & Workforce Diversity, at or 780 Regent St., Suite 230, Madison, WI 53715. Please indicate where you saw our posting.

UW System Administration is an AA/EEO Employer