

## ACADEMIC DEPARTMENT ASSOCIATE TITLE DEFINITION

### I. DEFINITIONS

#### ACADEMIC DEPARTMENT ASSOCIATE

Positions allocated to this classification perform complex administrative paraprofessional work under general supervision for a majority of time. Positions at this level are located in an academic department, research center, area studies program or language studies program. Positions report to and have delegated authority from the Department Chairperson, Research Center Director or Academic Program Director of a school, an area studies program or a language studies program for management of the day-to-day operations. Positions may act as lead worker for university staff, temporary or student staff. The responsibilities of the position include the majority of duties identified in each of the following functional areas.

**Administration:** Analyze and evaluate the unit's effectiveness and develop and implement policies and procedures to improve methods based on outcome; independently investigate and resolve operational problems or situations impacting staff and students; gather and prepare data for the Director/Chair to make decisions that affect the department; serve as first point of contact with the public regarding the department/center operations, policies and programs; serve as the liaison between the department/center and the Dean's office on issues relating to faculty, instructional staff recruitment, visiting scholar appointments, course information, department needs and funding issues; act as intermediary between staff, students and the Director/Department Chair; advise Director/Chair on policies, procedures and deadlines required for faculty tenure and promotions and review of non-tenured faculty; assist with faculty recruitment as required; manage correspondence and reports addressed to the Director/Chair and independently respond to requests from internal and external sources on their behalf; plan and coordinate extensive local, national, and international travels for staff and visiting researchers and lecturers; coordinate procurement cards and prepare and audit travel expense reports.

**Fiscal:** Develop and monitor the operating budget which includes general purpose revenue funding, trust funds and gift accounting; track funds; set up and maintain all accounting records involving state funds, UW Foundation accounts, gift accounts or trust funds; review figures on salaries, fringes and overhead and make budget recommendations; approve and assign expenditures to appropriate fund accounts; track expenditures and reconcile monthly budget expenditures.

**Payroll:** Provide guidance and general overview of payroll procedures to students and temporary staff; prepare payrolls for students and temporary staff; and prepare and process payroll forms.

**Undergraduate and Graduate Programs:** Advise Department Chair or Academic Program Director of class size limits and class closures; advise students about course availability, course prerequisites and course content; determine how many students may be added to the classes and notify students of class admittance; process course change forms and special student registration; answer questions regarding the program and registration process; interpret changing federal and state requirements concerning complex INS immigration and visa regulations for international students; monitor student registration activities; process and submit admission applications; process applications for student funding; create and maintain student database; and prepare fall, spring and summer timetable information and enter information into an automated student information system.

**II. QUALIFICATIONS**

The qualifications required for these positions will be determined at the time of recruitment.

**III. RELATED TITLES**

Office Operations Associate  
University Services Associate 2  
Office Associate  
University Services Associate 1  
Financial Specialist  
Operations Program Associate  
University Services Program Associate