

UW PROGRAM SPECIALIST

I. DEFINITIONS

UW PROGRAM SPECIALIST

This job title is to be used only to identify the following positions.

University of Wisconsin – Milwaukee

Division of Student Affairs / Enrollment Services – This position coordinates the production of transfer equivalency tables; processes undergraduate applications for admission; evaluates credits earned outside of the University of Wisconsin – Milwaukee; prepares various computerized campus reports; and provides information and alternative to prospective students.

University of Wisconsin – Stevens Point

University Housing Office – This position manages the residential contracting process for 3200 residents and resulting billing activity; administers the UW System on campus residency requirement and determines exceptions for the Stevens Point campus; serves as the primary staff for student questions, problems or disputes regarding policies or procedures and acts as an advocate for students in resolving differences; creates and publishes departmental information via written, videos, and internet means; and serves as an advisor to student based Housing Policies Appeals.