

ADMINISTRATIVE SUPPORT ASSISTANT TITLE DEFINITION

I. DEFINITION

ADMINISTRATIVE SUPPORT ASSISTANT

University of Wisconsin:

1. In the UW Milwaukee Department of Enrollment Services, Division of Student Affairs, responsible for serving as the senior records specialist assuring efficient, timely, and accurate completion of a variety of related duties in the undergraduate records, grades processing, athletic eligibility certification, and graduation processing areas along with serving as area liaison with other offices, departments, schools and colleges on campus.

2. In the Physical Plant, UW-La Crosse, responsible for performing administrative and budgetary support; providing project development and coordination; developing computerized data control systems; updating facilities data base; monitoring energy consumption to effectively utilize energy construction; and providing records management

II. QUALIFICATIONS

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

III. RELATED TITLES

Program Assistant