

University of Wisconsin – Superior
Position Description
University Services Program Associate- Project Appointment
Center for Undergraduate Research, Scholarship and Creative Activity

POSITION SUMMARY: Provide complex administrative program support to the Center for Undergraduate Research, Scholarship, and Creative Activity (CURSCA) including the day-to-day administrative functions of the office. Responsibilities include central coordination, event management, program coordination, grant coordination, and budget oversight/reporting. This position is responsible for handling a wide variety of complex situations, completing written correspondence, telephone and personal contact with this office and others. This paraprofessional position will serve as a member of a campus wide initiative to advance undergraduate research as a High Impact Practice (HIP) for excellence in teaching and learning and works under the supervision of the Program Administrator (PA) for the CURSCA.

40% A. Administrative Support

1. Serve as the central coordinator and scheduler of CURSCA calendar
 - a) Coordinate scheduling for appointments, meetings, conferences; confirms appointments and/or reservations as required. Prepare advance materials for meetings, issue appropriate reminders and arrange room/food/audio-visual equipment arrangements as needed.
 - b) Maintain, using independent judgment, the Program Administrator for Undergraduate Research's electronic calendar as requested.
 - c) Schedule the meetings of the URSCA Advisory, take minutes, and send out related information.

2. Assist in the development brochures, documents, and other communication items as requested by Program Administrator for active engagement of faculty and departments in URSCA events, mini-grant programs and acquisition of resources.
 - a) Maintain website for CURSCA. Assist in determining website content, navigational format, visual appearance, authenticity, and construct appropriate links to serve as on-line resource; adhering to University website guidelines and Federal accessibility rules.
 - b) Develop brochures and communication pieces to popularize URSCA activities.
 - c) Perform routine searches for new funding of URSCA activity as directed by Program Administrator for ongoing sustainability of the center.
 - d) Create and maintain on-line searchable databases for research opportunities on and off-campus

3. Other Administrative Support
 - a) Prepare administrative forms, correspondence or non-routine reports which may contain confidential information.
 - b) Provide program support in all aspects of the search and screen process if needed; preparing forms and letters, submitting job vacancy ads, compiling candidate information, communication with candidates, reserve rooms for interviews, arrange parking, prepare travel reimbursement. Maintain complete confidentiality.
 - c) Receive and screen calls, email, mail and visitors; when necessary, direct to appropriate individuals; respond to inquiries and initiate fact-finding to resolve issues of a non-routine nature.

30% B. Administration of Grants

1. Manage communications and financial aspects of the CURSCA Mini-grant program. Prepare estimates of funds available for allocation to faculty and departments. Assist grantees in ensuring expenditures are appropriately charged. Provide end of year accounting statement for the mini-grant program.
2. Assist CURSCA Program Manager to identify and develop external grants to create a sustainable Center after the 3-year startup grant is complete.
3. Assist faculty and students in searching for and developing external grants to fund URSCA activities.

20% C. CURSCA Event Management

Provide overall coordination of CURSCA's annual events including the planning, processing registration and budget/accounting, arranging student/faculty travel and providing overall coordination under the direction of Program Administrator and in coordination with the URSCA Advisory Committee.

Annual events include:

1. Day of Celebration for Undergraduate Student Research and Scholarship
2. Posters in the Rotunda event; providing communications, coordination of student/faculty travel, etc.,
3. Summer Undergraduate Research Fellowships,
4. Annual NCUR Conference,
5. Student internship opportunities on and off campus,
6. Intensive summer courses,
7. Additional meetings and events as needed.

10% D. Budget Management

1. Reconcile CURSCA cost center accounts monthly against computerized reports in WISDM to determine current status of cost centers; resolve discrepancies, create monthly spreadsheet with details and description of charges.
2. Assist program leaders with budget management and planning. Monitor overall expenditures and revenue. Interpret and provide current and projected budget activity/analysis when requested.
3. Manage the financial aspects of the mini-grant program for faculty and departments as described in Goal C.
4. Manage unit purchases including routine office supplies/purchase orders/University store orders. Inventory and purchase office supplies, and reconcile office credit card bills.

KNOWLEDGE, SKILLS, and ABILITIES:

- Ability /willingness to become familiar with undergraduate research, scholarship and creative activity as a practice for excellence in teaching and learning in post-secondary education
- Ability to exercise independent judgment in researching and responding to inquiries related to undergraduate research. Maintain utmost discretion with confidential issues and practice discretion in alerting the Program Administrator of matters needing immediate attention.

- Exceptional written and oral communication, interpersonal, teamwork, and organizational skills and the ability to manage and prioritize multiple tasks; knowledge of correct English usage, including spelling and grammar; proper format for materials performed on computer; speak clearly and concisely to obtain and relay information.
- Establish and maintain effective, professional and tactful working relationships with University community, co-workers, and the general public.
- Demonstrated competence using Microsoft Office 2007: Word, Excel, PowerPoint, Adobe Professional, Adobe Acrobat, Publisher or similar programs.
- Ability to maintain and operate office equipment such as: desktop computers, telephones, copy machine, fax machine.
- Experience with Outlook E-mail and Calendar.
- Commitment to work effectively with diverse student and faculty populations as a member of the UW-Superior efforts to foster inclusive excellence.