UW-Superior
POSITION DESCRIPTION
ACADEMIC DEPARTMENT ASSOCIATE

UW System Title: Academic Department Associate (50% FTE)
Pay Schedule-range: 02-11
Department: Educational Leadership
Supervisor: Chair, Educational Leadership

POSITION SUMMARY: The Academic Department Associate in the Department of Educational Leadership provides administrative/program support to the department chair, faculty, program coordinators and staff of the department. This position supervises a wide variety of activities, including faculty and student contacts, requires a significant degree of independent thinking, decision-making, and action under the conditions of limited supervision and is expected to initiate and insure the continuity of numerous department procedures and activities.

Duties/Responsibilities:

A. Administrative Support to the Department
   1. Schedule, post and distribute departmental meeting notices, agendas and minutes.
   2. Attend department meetings and take minutes as requested by department chairs.
   3. Attend campus workshops, seminars, trainings and other meetings as approved by department chair.
   4. Assist and maintain departments' course scheduling and electronic catalog; assemble and organize detailed course scheduling information; ensure courses are cross listed when applicable; maintain comprehensive list of all department course offerings; assign appropriate classrooms according to capacity and type of class.
   5. Proof, edit, and revise then forward final catalog draft to the Registrar’s office.
   6. Prepare and process miscellaneous forms such as: honoraria, contracts for faculty and adjuncts, work orders, equipment service reports, sales tax exemption, and key request forms.
   7. Collect and compile individual student course evaluations.
   8. Assist with book orders and preparation of various materials as needed.

B. Budget Tracking and Record Keeping
   1. Act on behalf of chair, faculty and program coordinators to ensure that required reports, university forms, requests from other disciplines, are submitted to meet regulations and deadlines.
   2. Manage and reconcile department budget reports through the use of online accounting tool (WISDM). Resolve discrepancies, run monthly WISDM report; distribute to department members as necessary informing chairs and program coordinators of future expenses and status of S&E and other departments' funds.
   3. Manage department accounts receivables and accounts payables; verify invoices; prepare interdepartmental transfers; process chargebacks for expenses mutually incurred.
   4. Obtain price quotes from off-campus vendors in consultation with campus Purchasing Office; complete purchase orders and requisitions. Maintain inventory of office and departmental supplies; prepare orders to central stores.

C. Department Staffing Activities
   1. Support department search activities.
   2. Maintain personnel files for Department employees including adjunct employees.

April, 2018
D. Office Manager
1. Assist students and other guests; may include assistance with the preparation of forms, obtaining faculty signatures, securing appointments, provide general campus and department information and referrals and reviewing electronic course information.
2. Answer phones and distribute mail.
3. Hire, train, and supervise student employees. Prepare contracts; organize and plan work schedules. Monitor and approve payroll via the online HR payroll system.
4. Work collaboratively with other departments/offices across campus.

E. Other duties as assigned
1. Assist with GEO programs, including but not limited to data collection, AP requests, etc.
2. Assist faculty and staff with travel arrangements
3. Complete mandatory trainings and professional development opportunities

Knowledge, Skills and Abilities:

- Knowledge of computer technology and programs, including Microsoft Office, PeopleSoft system, WISDM system, webpage, Outlook email systems
- Knowledge and understanding of program offerings for the department
- Strong verbal and interpersonal skills
- Strong written communication skills
- Budgeting, accounting and record-keeping skills
- Ability to work independently, excellent organizational skills and the ability to prioritize and multitask in a fast-paced environment
- Ability to learn and become proficient in campus software programs used for scheduling, budgeting, hiring and reporting
- Ability to interpret and follow UW-Superior and UW System policies and procedures
- Physical ability to lift up to 50 lbs. at times

Required Qualifications:

- High school diploma/GED

Preferred Qualifications:

- Administrative support experience
- Associates degree or higher