Position Title: Academic Department Associate  
Department: Mathematics and Computer Science  
Supervisor: Chairperson of the Mathematics and Computer Science Department

POSITION SUMMARY: The Academic Department Associate 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
   • Schedule, post and distribute departmental meeting notices, agendas and minutes.
   • Attend department meetings and take minutes as requested by department chairs.
   • Attend campus workshops, seminars, trainings and other meetings as approved by department chair.
   • 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.
   • Proof, edit, and revise then forward final catalog draft to the Registrar’s offices.
   • Prepare and process miscellaneous forms such as: honoraria, work orders, equipment service reports, sales tax exemption, and key request forms.
   • Collect and compile individual student course evaluations.

B. Budget Tracking and Record Keeping
   • 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.
   • 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.
   • Manage department accounts receivables and accounts payables; verify invoices; prepare interdepartmental transfers; process chargebacks for expenses mutually incurred.
   • Obtain price quotes from off-campus vendors in consultation with campus Purchasing Office; complete travel expense reports, field orders, purchase orders and requisitions. Maintain inventory of office and departmental supplies; prepare orders to central stores.

C. Department Staffing Activities
   • Support department search activities.
   • Maintain personnel files for Department employees including adjunct employees.
D. Office Manager

- 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.
- Hire, train, and supervise student employees. Prepare contracts; organize and plan work schedules. Monitor and approve payroll via the online HR payroll system.
- Work collaboratively with other departments/offices across campus.

E. Other duties as assigned

- Complete other duties as assigned
- Complete mandatory trainings and professional development as assigned

Knowledge, Skills and Abilities:

- Knowledge of computer technology and programs: 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, having 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

Required Qualifications:

- High school diploma/GED

Preferred Qualifications:

- Experience in an Administrative support position
- Associates degree