Office Manager
Center for Community Engaged Learning (CCEL)
University of Wisconsin-Superior
Position Description, Updated May 2019

Working Title: Administrative Specialist
Hayes Hill Title/Level: Associate Administrative Specialist
FTE: 50%
Office Location: Swenson Hall 1061
Reports to: Center for Community Engaged Learning Director (CCEL)

Position Summary:
This position provides comprehensive event, meeting, budget, and office management for the Center for Community Engaged Learning.

Event, Meeting and Program Coordination (40%)
- Coordinate all details of CCEL events, which includes room reservations, invitations, registrations, catering, handouts, presentations, technology support, sign-in sheets, and name badges.
- Arrange travel for staff, students and faculty, for CCEL events, and follow-up with submitting correct reimbursement forms and documentation.
- Schedule meetings and prepare agendas and minutes as requested.
- Maintain the Directors’ electronic calendar as requested.

Communication (30%)
- Manage CCEL’s website and Facebook modifications and content.
- Prepare and review written communications to ensure accuracy for CCEL staff.
- Lead the collection of on-going student CCEL profiles for the University.
- Work with University Relations implementing the communication plan to ensure CCEL information is included within the University publications.
- Ensure the CCEL bulletin board is updated, neat, and reflects the office mission and activities.

Office Management and General Administrative Duties (30%)
- Manages project calendar to aid in accomplishing the team’s yearlong goals and objectives.
- Participate in hiring and assist in the supervision for student workers.
- Serve as receptionist for the team by handling phone and email communications, greeting walk-ins, and making arrangements for visitors.
- Assist in the coordinating with Career Services to ensure coverage for front reception area to provide service to students, faculty and community members.
- Monitor budget and financial transactions on WISDM, maintain accurate financial and budget records in Excel spreadsheets, make purchases, process financial transactions, and properly document expenses per University policy.
- Assist with budget management and planning. Monitor overall expenditures and revenue. Interpret and provide current and projected budget activity/analysis when requested.
- Ensure University policies and procedures are understood and followed for travel, catering, stipends/overloads, transfers/chargebacks, grant funds, outside orders, and other business as appropriate.
- Organize and assist with compiling data and information for all CCEL related reports and program improvement.
- Maintain inventory of general office supplies, depending on events and internal staff need.
- Perform other duties as assigned.
Essential Job Related Skills and Minimum Qualifications:

- Ability to work independently and as a team-member.
- Ability to establish and maintain effective working relationships with faculty, staff, students, and community members.
- Ability to maintain work with confidential information and adhere to the highest of ethical standards.
- Detail-oriented with strong overall organizational and prioritization skills.
- Ability to multi-task and handle multiple priorities, assignments, and manage competing deadlines.
- Exceptional written and oral communication skills, with knowledge of correct English usage, including spelling and grammar.
- Knowledge of and demonstrated proficiency in the use of modern office software (e.g., Microsoft Office Suite [Word, Microsoft Excel, PowerPoint], Adobe Professional Acrobat)
- Commitment to maintaining a positive work atmosphere by communicating and acting in a cooperative and professional manner.
- Commitment to fostering the professional development of student workers through training and supervision.
- Must be willing to learn the purpose of the programs and how each enhances the liberal arts mission of the UW-Superior campus.
- Commitment to work effectively with diverse students and faculty populations.
- Ability to learn WISDM, MDS, Qualtrics, and other UW-Superior online systems or software.

Minimum Qualifications:

- Bachelor’s degree
- One year relevant experience in project and/or office management is preferred.