UNIVERSITY OF WISCONSIN-SUPERIOR
POSITION DESCRIPTION

ASSOCIATE ADMINISTRATIVE SPECIALIST

Working Title: Academic Advising and Career Services Administrative Assistant
Hayes Hill Title: Associate Administrative Specialist
Unit: Academic Advising & Career Services
Position reports to: Assistant Director, Academic Advising; Assistant Director, Career Services
Appointment: Academic Staff, 100% annual

Position Summary: The Academic Advising & Career Services Administrative Assistant will provide administrative support to the Center for Academic Advising (60%) and Career Services (40%) and will provide database management, budget management, student information processing, and general student service. This position has delegated authority for decision making related to office management for Academic Advising.

This position is a full-time (100%), twelve-month position which will require occasional early morning, evening, and weekend hours.

Position Description:

Center for Academic Advising (60%)

- Coordinate day-to-day office functions, including, but not limited to, scheduling office coverage, managing supply orders, initiating facilities requests and technology help tickets, and maintaining office printers and other technology
- Process student record changes including but not limited to change of major, change of minor, change of advisor, advisor assignments, holds, and other PeopleSoft and Navigate processes
- Coordinate office assessment processes (surveys and appointment data)
- Coordinate and promote programs and events in collaboration with office staff including but not limited to Advising Day, Preview Days, SOAR, etc.
- Analyze, request, and run PeopleSoft and Navigate queries, reports, and audits
- Oversee the department supply budget and approve office supply requests and purchase orders
- Authorize and monitor student and office functions by using WISDM, UWPC, and PeopleSoft
- Reserve rooms and equipment for workshops, trainings, events, and classes
- Represent the Center for Academic Advising and serve as contact for faculty and campus departments
- Delegated authority to attend meetings in the Director’s absence and make decisions as appropriate to the Office Manager role
- Other duties as assigned by the Assistant Director of Academic Advising

Career Services (40%)

- Coordinate day-to-day office functions, including, but not limited to, managing supply orders, initiating facilities requests and technology help tickets, and maintaining office printers, and other technology
- Coordinate, assist, participate in, and promote programs and events in collaboration with office staff including, but not limited to mock interviews, resume workshops, Jacket Fest, Networking Night, and Head of the Lakes Job & Internship Fair
- Attend Preview Days/Campus visit days, if other Career Services staff are not available
- Attend/participate in Northland Career Development Professionals Association
- Assist with advertising and developing materials for Career Services
- Host or co-host weekly resume drop-in sessions
• Oversee the Career Closet, which includes providing direction for student workers in this area and managing mannequins
• Assist with department supply budgets and approve office supply requests and purchase orders as needed; receive cash and checks and deposit into appropriate accounts in accordance with university cash handling policies
• Reserve rooms and equipment for workshops, trainings, events, and classes as needed
• Represent Career Services and act as contact for faculty and campus departments
• Delegated authority to attend meetings in the Director's absence and make decisions as appropriate to the role
• Other duties as assigned by Assistant Director of Career Services

Knowledge, Skills, and Abilities
Highly qualified candidates will demonstrate knowledge, skills and abilities in many of the following:
• Knowledge of office administration and management procedures
• Ability to willingly anticipate, identify, and adapt to change
• Ability to supervise and motivate staff
• Ability to engage in all job-related interactions and activities with contacts from within and outside the University in a courteous and professional manner
• Ability to manage multiple overlapping tasks
• Organization and prioritization skills
• Excellent written and verbal communication skills
• Skills in the use of office-related computer applications, including word processing, database, spreadsheet, presentation software, customer relationship management software, and other management tools
• Ability to commit to the highest ethical standards and work with confidential and sensitive information and records
• Commitment to equity, diversity, and inclusion
• Ability to participate in evening, weekend and travel commitments as necessary

Required qualifications:
• Bachelor’s degree
• At least one year of professional work experience

Preferred qualifications:
• Experience working in higher education
• Experience with web development and/or data collection and analysis
• Familiarity with PeopleSoft, Navigate, and/or other data management software