**Position Description**

**University Services Associate 2, 50%**

**Position Summary**: This position provides administrative assistance and coordination of program activates to the Upward Bound program Director and Coordinator. This position includes day-to-day administrative functions of the office. Responsibilities include central coordination, grant coordination, management of multiple budgets, record keeping, and federal grant reporting along with tracking students. This position is responsible for completing written correspondence, telephone and personal contact.

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**25%**

**A. Perform Managerial Support to the Upward Bound Program**

1. Office, budget and inventory manager
2. Arrange staff meeting; duplicate and distribute agendas and minutes. Initiate policies and procedures affecting the administration of the program
3. Coordinate for travel for Director and Coordinator
4. Maintain all credit card and purchase receipts and records
5. Emergency contact for staff, students, and parents
6. Organize and maintain personal and department files
7. Provide overall coordination of budget/accounting

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**25%**

**B. Budget Management**

1. Reconcile Upward Bound 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 Director with budget management and planning. Monitor overall expenditures and revenue. Interpret and provide current and projected budget activity/analysis when requested.
3. Manage purchases for routine office supplies/purchase orders/University store orders and other vendors
4. Inventory and purchase office supplies, manage, and reconcile office credit card bills for three Upward Bound staff
5. Assist grantees in ensuring expenditures are appropriately charged. Provide end of year accounting statement for the accounts

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**25%**

**C. Perform Administrative Assistance to the Director and staff**

1. Periodically conduct physical inventory of equipment and supplies; maintain inventory records; order supplies as needed
2. Responding as Director directs or using own judgement as to how Director would respond
3. Ability to evaluate the information or problem and determine need and/or method to involve the Director and/or Coordinator. Independent decision making is done on a daily basis
4. Prepare memos and letters for the director. Sign documents upon Director’s request
5. Certify and verify supporting documents of students
6. Prepare administrative forms, correspondence or non-routine reports which may contain confidential information
7. 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
8. 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
9. Perform related administrative support functions necessary to the operations of the program

15%

D. Assist the Program in maintaining program reports

1. Maintain filling and recording systems for student information and program budget purchases in accordance with federal, state and University policies
2. Collect data and assist in producing all internal and external program reports
3. Provide information about student activities, tutor time and participant criteria
4. Assist with federal report writing and serve an editor for future Upward Bound grants

10%

E. Compile information on the Upward Bound Program

1. Edit and assist with producing all program publications; brochures, applications, news releases, newsletters, program calendar and other communication items as requested by Program Director for active engagement and recruitment
2. Monitor student travel releases
3. Serve as a backup supervisor for tutor time verification

KNOWLEDGE, SKILLS, and ABILITIES:

- Ability to exercise independent judgment responding to inquiries related to Upward Bound. Maintain utmost discretion with confidential issues and practice discretion in alerting the Program Director of matters needing immediate attention
- Knowledge of and experience with accounting and personnel procedures
- Ability to work independently with minimal supervision
- Exceptional written, editing, and oral communication, interpersonal, teamwork, and organizational skills and the ability to time manage and prioritize multiple tasks
- Establish and maintain effective, professional and tactful working relationships with University community, co-workers, and the general public
- Ability to maintain and operate office equipment such as: desktop computers, telephones, copy machine, fax machine
- Experience with Outlook E-mail and Calendar

Minimum Qualifications:

- 2 year degree
- At least one year of bookkeeping/accounting experience
- Past work experience using Microsoft Office 2007: Word, Excel, PowerPoint, Adobe Professional, Adobe Acrobat, Publisher or similar programs
- Ability to work occasional Saturdays (Less than 8 per year)

Preferred Qualifications:

- Experience working with low-income, first generation populations work effectively with diverse student and faculty populations as a member of the UW-Superior efforts to foster inclusive excellence.
- TRIO experience
- Past grant writing experience