



University of Wisconsin-Stevens Point

Announcement No. 22-25AS91
JOB OPENING ID: 18050

Internal/External	External
Position Title	Administrative Specialist
TTC Title and Code	Administrative Specialist (AD006)
FTE	87.5% Full-time during academic year (39 weeks) half-time in summer (13 weeks)
Position Information	Principal Work Location: UW-Stevens Point Main Campus, Science Building & Collins Classroom Center Salary: minimum \$20.20/hour; based on qualifications and experience <u>Supervisor: Craig Wendorf, Assistant Dean, School of Behavioral and Social Sciences</u>
Department	School of Behavioral and Social Sciences
Department Description	The School of Behavioral and Social Sciences, within the College of Letters and Science serves as home to the following academic disciplines and departments: Geography & Geology, Psychology, Political Science, Sociology & Social Work.
University Description	Through the discovery and dissemination of knowledge, UW-Stevens Point stimulates intellectual growth, provides a liberal education, and prepares students for a diverse sustainable world. The university is committed to creating a safe, inclusive learning community for all faculty and staff from a variety of backgrounds. Visit www.joinuwsp.org for more information about UW-Stevens Point. To learn about the Stevens Point (aka Point) area fun, jobs, housing, education, quality of life, and bragging rights, visit www.EverythingPointsHere.com .
Position Summary	This position serves as the administrative manager of a school office within the College of Letters and Science, each school housing four academic departments with 35-55 faculty and staff delivering an array of undergraduate and graduate programs. In addition, each school has various centers and outreach programs. The administrative specialist reports to the Assistant Dean and works to ensure an effective and efficiently functioning office and school.
Required Qualifications	<ul style="list-style-type: none"> • Bachelor's degree and 1-3 years of related professional experience • Strong interpersonal communication skills in both written and oral forms • Organizational and problem-solving skills including the ability to handle multiple projects, direct office staff, set priorities, meet deadlines, and maintain high-level performance in a fast-paced environment • Ability to work independently and gather necessary data with minimal guidance • Ability to produce effective data reports for budgeting and decision-making purposes • Extensive computer capabilities (word processing, spreadsheet, database, design)
Preferred Qualifications	<ul style="list-style-type: none"> • Experience managing a department, program, or division • Experience managing budgets and financial operations • Working knowledge of office procedures and University policies. • Demonstrated ability to acquire knowledge of system software (Travel, WISER, AccesSPoint, Digital Measures, Qualtrics, Shop@UW).



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	<ul style="list-style-type: none"> Ability to work with diverse stakeholders in a professional manner. These stakeholders could include faculty, administrative staff, donors, and parents.
How To Apply	<p>Please be sure to complete all required fields and include all required documents before submitting your application. To return to a draft application, click on the “My Activities” link at the top of the screen after logging in. Once you click on Submit Application, you will not be able to edit or attach any application materials. After submitting the application, you will receive an Application Confirmation email from the application system. Refer to the “How To Apply” document for more information.</p>
Anticipated Appointment Date	July 25, 2022
Terms of Employment	<p>This is an Academic Staff annual appointment, exempt from the Fair Labor Standards Act. Salary is commensurate with qualifications and experience.</p> <p>UW Stevens Point provides a competitive benefits package including monthly premiums starting at \$32, deductibles starting at \$250, auto-enrollment in the Wisconsin Retirement System (pension) with employer contributions, and 17+ days of paid time off (PTO)*. Additional benefits and more information available on our Total Rewards page.</p>
Deadline	<p>To ensure consideration, completed online applications must be received by end of day, 11:59 pm, on July 10, 2022. However, screening may continue until the needs of the recruitment are met.</p> <p>Files must be complete to be considered. Submission in PDF format is preferred for all attachments. Please include the following documents:</p> <ul style="list-style-type: none"> - Cover letter addressing qualifications and experience - Resume - Contact information for three professional references - Unofficial Transcripts <p>(Official Transcripts required of finalist)</p>
Required Materials	<p>Employment will require a criminal background check. It will also require you and your references to answer questions regarding sexual violence and sexual harassment.</p>
Position Contact	<p>For additional information regarding the position, please call or email: Carrie Ziolkowski, Chair, Search and Screen Committee Email: cziolkow@uwsp.edu Phone: 715-346-4224</p>
Human Resources Contact	<p>If you have any questions regarding the application process, need special arrangements, or if you submitted your application with missing materials, please call or email: Human Resources Email: human.resources@uwsp.edu Phone: 715-346-2606</p>
Special Notes	<p>The University of Wisconsin-Stevens Point is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, or status as a qualified individual with a disability. UW-Stevens Point values diversity and inclusion as supported by our mission, “Through the discovery, dissemination and application of knowledge, UW-Stevens Point fosters intellectual growth, provides a broad-based education, models community engagement and prepares students for success in a diverse and sustainable world.”</p> <p>Individuals with disabilities who need a reasonable accommodation during the application or interview process should contact Human Resources and Affirmative Action at 715-346-2606 or hr@uwsp.edu.</p> <p>The safety and success of students, faculty, and staff at the University of Wisconsin-Stevens Point is paramount. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires the distribution of an annual security</p>



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report to all current and prospective students, faculty, and staff. You may obtain the complete report at <http://www.uwsp.edu/dos/Pages/Annual-Security-Report.aspx>

The University of Wisconsin-Stevens Point will not reveal the identities of applicants who request confidentiality in writing, except the identity of the successful candidate will be released. See Wis. Stat. sec. 19.36(7).

An offer of employment will require a criminal background check and authorization to work within the United States as required by the Immigration Reform and Control Act of 1986.

The University of Wisconsin System is engaged in a Title and Total Compensation (TTC) project to redesign job titles and compensation structures. As a result of the TTC project, official job titles on current job postings may change in Spring 2020. Job duties and responsibilities will remain the same. For more information please visit: wisconsin.edu/ohrwd/title-and-total-compensation-study/."

*PTO offering prorated based on start date and hours worked.



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