



Position Description

| | |
|---|--|
| Classification Title: | Administrative Specialist |
| Working Title: | Administrative Specialist |
| Supervisor's Working Title: | Assistant Dean |
| Hours/Shift: | Full-time 9/1- 5/31 (academic year) half-time in summer 6/1 – 8/31 |
| Department: | College of Letter and Science |
| Supervisory Position: | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| Employee Category: | Academic Staff A |
| FLSA Status: | <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt |
| Date Created/Updated: | 1/20/2022 |
| Position of Trust: | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (Defined as: Having access to vulnerable populations, property access, financial/fiduciary duties, and all executive positions) |
| Position of Trust with Access to Vulnerable Populations: | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (Defined as: Position requires unsupervised or significant access to minors, under the age of 18 who are <u>not</u> enrolled or accepted for enrollment at a UW System Institution, and medical patients) |

Position Summary

This position serves as the administrative manager of a school office within the College of Letters and Science, each school housing two to 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.

| Primary Responsibilities: | % of Time Spent |
|---|-----------------|
| <p>A. Office management and support responsibilities:</p> <ul style="list-style-type: none"> The administrative specialist works closely with the administrative assistant to manage the school office, taking the lead in initiation, implementation, and coordination of all administrative and office procedures. The administrative specialist with the administrative assistant supervises day-to-day operations and all support staff in the school office, directing and deploying office support staff, addressing issues that arise, and providing logistical support for programs. | 30% |
| <p>B. Joint supervisory responsibilities:</p> <ul style="list-style-type: none"> The administrative specialist works closely with the administrative assistant, both reporting directly to the Assistant Dean. The administrative specialist and administrative assistant ensure smooth operations of the school office by jointly supervising any LTE, student, and work-study personnel that the school may hire. The administrative specialist and administrative assistant will oversee the hiring and training of support staff, coordinate office coverage, direct support staff work, and evaluate support staff performances. | 10% |
| <p>C. Fiscal and budgetary responsibilities:</p> <ul style="list-style-type: none"> The administrative specialist works closely with the Assistant Dean to ensure efficient use of school resources; oversees and coordinates the day-to-day financial operations of the school; prepares financial reposts required by college and university administration; and budgets resources for the efficient operation of the school office. The administrative specialist oversees and coordinates the processing and verification of payment requests, travel expenses, work orders, payment orders, deposits, and other daily operations as needed <p>The administrative specialist monitors the school’s budget and prepares reports on account balances and expenditures related to GPR, cost recovery, foundation, and grant accounts. As part of the monitoring process the administrative specialist identifies and highlights areas of interest or concern and provides advice and support for those engaged in the budget allocation and use. The administrative specialist also helps secure resources from outside sources by assisting with grant preparation and donor requests</p> | 30% |
| <p>D. Reports preparation:</p> <ul style="list-style-type: none"> The administrative specialist supports and assists decision-making by preparing schedules and requested reports on course data (enrollments, SCH, fill rates, etc.) and faculty load as well as other reports as needed by the Assistant Dean. The administrative specialist collects and compiles relevant data from academic departments, campus offices and external sources, and makes recommendations to the Assistant Dean based on the data. | 20% |
| <p>E. Policies and procedures and review:</p> <ul style="list-style-type: none"> The administrative specialist is responsible for evaluating policies and procedures as they impact the school office’s management. The specialist will oversee and evaluate office procedures and has the authority to identify the need for new or revised policies, recommend new policies to the Assistant Dean, and implement new procedures as approved by the Assistant Dean. | 10% |

Qualifications – Knowledge, Skills, and Abilities:

Required Knowledge, Skills, and Abilities

- 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 Knowledge, Skills, and Abilities

- Experience managing a department, program, or division
- Experience managing budgets and financial operations
- Experience leading and supervising a team of employees
- Working knowledge of office procedures and University policies.
- Demonstrated ability to acquire knowledge of system software (Travel, WISER, AccesSPoint, Digital Measures, Qualtrics, Shop@UW).
- Ability to work with diverse stakeholders in a professional manner. These stakeholders could include faculty, administrative staff, donors, and parents.

Physical Effort/Demands:%

- Sitting
- Standing
- Walking
- Lifting your arms above your head to reach high, possibly difficult, areas
- Kneeling
- Squatting
- Stooping
- Frequently lift 1 – 10 pounds
- Occasionally lift 15 pounds

Equipment Operated:

- Various computer systems and/or software, calculator, fax machine, office copier, telephone, and other electronic office devices

Working Environment:

The noise level in the work environment is usually quiet.

This position description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of the job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated on this description.

This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.

UW-Stevens Point is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the University will provide reasonable accommodations to qualified individuals with disabilities and

encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee Name

Date

Employee Signature

Date

Supervisor Name

Date

Supervisor Signature

Date