



Internal/External	External
Position Title	Temporary Administrative/Office Support Positions
TTC Title and Code	Administrative Assistant I, II, III Assistant
FTE	Variable
Position Information	Principal Work Location: UW-Stevens Point Main Campus, UW-Stevens Point at Marshfield Campus, or UW-Stevens Point at Wausau Campus Supervisor: Will vary based on the individual position. <u>Pay Schedule-range</u> : Starting salary will vary and is based on the individual position and its requirements.
University Staff Information	<u>Shift</u> : Will vary based on the individual position. Positions typically work Monday-Friday, between the hours of 7:45am-4:30pm, but could vary based on operational demands including night and weekend hours. <u>Duration</u> : Generally less than six months; could be up to one year
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	Specific duties and roles will vary based on the position, but may include: customer service support, scheduling events/appointments, data entry, answering phones, filing, providing support to permanent employees and students, along with other general office support functions.
How To Apply	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.
Terms of Employment	This is an temporary University Staff position, non-exempt from the Fair Labor Standards Act.
Required Materials	Files must be complete to be considered. Submission in PDF format is preferred for all attachments. Please include the following documents: - Cover letter addressing qualifications and experience (optional) - Resume - Name and contact information for two references Employment will require a criminal background check. It will also require you and your references to answer questions regarding sexual violence and sexual harassment.



Human Resources
Contact

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

Special Notes

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."

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.

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 report to all current and prospective students, faculty, and staff. You may obtain the complete report at <https://www.uwsp.edu/dos/clery/Pages/default.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.



University of Wisconsin
Stevens Point

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