### Position Title
Administrative Assistant II

### TTC Title and Code
Administrative Assistant II (A002)

### FTE
60%

### Position Information
Principal Work Location: UW-Stevens Point Marshfield Campus, AG Felker Solution Center

**Supervisor:** Michelle Boernke, Campus Executive

### University Staff Information
Pay Schedule-range: approximately $15-17/hour, based on qualifications and experience

**Shift:** flexible Monday – Friday, some evenings and weekend hours as needed

### Department
Solution Center

### 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](http://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](http://www.EverythingPointsHere.com).

### Position Summary
Serves as the primary administrative support for the Solution Center and Campus and reports to the Campus Executive. This position has a broad range of duties, including leadership support, office and events management, and serve as the point of contact at the Solution Center, and for general campus Human Resource and Business Service functions.

**Required Qualifications**
- H.S. Diploma
- Excellent customer service and communication skills.
- Manage multiple tasks with minimal supervision and make independent decisions.
- Knowledge and/or technological skills to effectively manage and perform tasks and responsibilities related to the position.
- Commitment to creating an inclusive environment in which the value of each person is recognized, supported, and respected.

**Preferred Qualifications**
- Associates Degree
- Demonstrated effectiveness in writing communication, organizational skills, and cash handling.
- Skilled knowledge and use in MS Office and other software and/or operating programs.

### 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.
Anticipated Appointment Date
August 1, 2022

Terms of Employment
This is an on-going University Staff position, non-exempt from the Fair Labor Standards Act. This position is required to serve a six-month probation period.

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.

Deadline
To ensure consideration, completed online applications must be received by end of day, 11:59 pm, on June 13, 2022. However, screening may continue until the needs of the recruitment are met. **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
- Resume
- Contact information for three professional references

(Official Transcripts may be required of finalist)

Employment will require a criminal background check. It will also require you and your references to answer questions regarding sexual violence and sexual harassment.

Required Materials
For additional information regarding the position, please call or email:
Angela Schmidt, Chair, Search and Screen Committee
Email: aschmidt@uwsp.edu
Phone: 715-389-6501

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

Position Contact

Human Resources Contact

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://www3.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.
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 have changed. Job duties and responsibilities remain the same. For more information please visit: [wisconsin.edu/ohrwd/title-and-total-compensation-study](https://wisconsin.edu/ohrwd/title-and-total-compensation-study).

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