Position Description

<table>
<thead>
<tr>
<th>Classification Title:</th>
<th>Administrative Assistant II (AD002)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Working Title:</td>
<td>Administrative Assistant II</td>
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<tr>
<td>Supervisor’s Working Title:</td>
<td>Assistant Director</td>
</tr>
<tr>
<td>Hours/Shift:</td>
<td>Weekdays, 7:45am – 4:30pm</td>
</tr>
<tr>
<td>Department:</td>
<td>University Centers/ CASE and FITREC</td>
</tr>
<tr>
<td>Supervisory Position:</td>
<td>□ Yes  ✔ No</td>
</tr>
<tr>
<td>Employee Category:</td>
<td>University Staff</td>
</tr>
<tr>
<td>FLSA Status:</td>
<td>□ Exempt  ✔ Non-exempt</td>
</tr>
<tr>
<td>Date Created/Updated:</td>
<td>March 2022</td>
</tr>
<tr>
<td>Position of Trust:</td>
<td>□ Yes  ✔ No</td>
</tr>
<tr>
<td>(Defined as: Having access to vulnerable populations, property access, financial/fiduciary duties, and all executive positions)</td>
<td></td>
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<tr>
<td>Position of Trust with Access to Vulnerable Populations:</td>
<td>□ Yes  ✔ No</td>
</tr>
<tr>
<td>(Defined as: Position requires unsupervised or significant access to minors, under the age of 18 who are not enrolled or accepted for enrollment at a UW System Institution, and medical patients)</td>
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</table>

Position Summary

This position will provide administrative support for two programmatic and operational units, Campus Activities and Student Engagement and Fitness and Recreation Programs. The functions include financials and reconciliation, purchasing, and administration including but not limited to daily deposits, credit card management and reconciliation, member management, record-keeping, SUW+, transfers, and support of professional staff. This position also serves as a backup administrator for SPIN. This position requires seasonal evening and weekend work.

Primary Responsibilities:

- **Purchasing, Financial Management and Support (50%)**
  - Serve as a shopper/requestor for Shop UW+ inquiries from unit staff.
  - Be knowledgeable of basic financial practices.
  - Participate in PCI compliance training.
  - Develop, manage and ensure accuracy of all deposit processes for registers. Prepare and make deposits twice weekly. Resolve financial discrepancies efficiently and effectively. Deposit and transfer funds, as needed using updated UWSP processes.
  - Prepare purchase orders, invoices, payment orders, and ensure payment for university accounts. Conduct appropriate follow-up on all purchases including verifying vendor invoices against materials received and amounts charged.
  - Manage procurement card purchases and process monthly statements according to campus policies for cards held by various professional staff.
- Instruct staff in proper record keeping for all purchases according to System policy.
- Maintain procurement process compliance with all State Procurement and Campus policies, adjusting or solving discrepancies as they occur.
- Serve as liaison between University Offices (Purchasing, Payment Services, General Ledger) and vendors.
- Work with operational services staff on maintenance and equipment contracts.
- Maintain vendor database including account numbers, contact information, logins, and items ordered for all program areas.

**B. Administration (30%)**

- Serve as back-up administrator for SPIN.
- Assist with preparing building and/or program schedules.
- Perform grade checks for student organizations as needed.
- Serve as the first point of contact in the CASE complex including answering telephones, responding to walk-in traffic and handling electronic communications via e-mail.
- Assist with hiring, selection, training and supervision of student administrative assistants.
- Be familiar with all program staff and their responsibilities.
- Attend semi-annual University Centers and Student Affairs meetings.
- Attend bi-weekly operations staff meeting.
- Provide support services.
- Provide administrative service for search and screen processes, as needed.
- Attend professional development programs to maintain current knowledge of accounting practices, computer operations and general business practices related to University Information and Tickets.
- Other duties as assigned.

**C. Membership Management – Fitness/Recreation (20%)**

- Provide appropriate management support for fitness center, multi-activity center, climbing wall and aquatics center including membership forms, eligibility, waivers, payment, refunds and privilege activation. Address membership access problems efficiently and effectively.
- Provide training for personnel on FCMS and membership details.
- Manage membership access and billing for special cases including employees and practicums.
- Develop and manage systems for program service data collect to include, but not be limited to Odyssey, activity accounts, and FCMS.

**Qualifications – Knowledge, Skills, and Abilities:**

**Required Knowledge, Skills, and Abilities**

- Demonstrated organizational and project management skills.
- Ability to work with and respond effectively and appropriately to customers, coworkers and unanticipated requests.
• Demonstrated ability to utilize Microsoft products.
• Ability to successfully work with minimal supervision.
• Ability to work within defined processes, yet flexible and thoughtful in problem solving.
• Ability to communicate effectively across multiple levels in an organizational structure.

Preferred Knowledge, Skills, and Abilities
• High School Diploma.
• Financial/Budget Experience.

Physical Effort/Demands:
• Sitting
• Standing
• Walking
• Kneeling
• Squatting
• Frequently lift 1 – 5 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