**University of Wisconsin-Stevens Point**

**Announcement No. 22-06US147**

**JOB OPENING ID: 18399**

<table>
<thead>
<tr>
<th>Internal/External</th>
<th>External</th>
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<tbody>
<tr>
<td><strong>Position Title</strong></td>
<td>Work Control Center &amp; Fleet Coordinator <strong>Extended Deadline to Apply: 7/12/2022</strong></td>
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<tr>
<td><strong>TTC Title and Code</strong></td>
<td>Administrative Assistant III (AD003)</td>
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<td><strong>FTE</strong></td>
<td>100%</td>
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<td><strong>Principal Work Location:</strong></td>
<td>UW-Stevens Point Main Campus, Building Name</td>
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<td><strong>Supervisor:</strong></td>
<td>Tina Kramer, Deputy Chief Facilities Officer</td>
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<td><strong>Pay Schedule-range:</strong></td>
<td>minimum $38,000.00, based on qualifications and experience</td>
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<td><strong>Shift:</strong></td>
<td>7:00am-3:00pm, Monday-Friday. Varied hours will be required.</td>
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**Department**

Facility Services supports the academic mission of the university. The integral core values of the department are Safety, Customer Service, Cooperation, Integrity and Innovation. A team approach is utilized throughout the department to provide a safe environment, excellence in service through high standards with positive and collaborative relationships across the UWSP community. Facility Services is committed to the highest standard of customer relations principles for its customers, fellow staff members, students, and visitors. Staff will serve as role models by practicing exemplary behaviors when working with customers, fellow staff members and campus leadership.

**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**

Under the general supervision of the Deputy Chief Facilities Officer, this position is responsible for the work order and fleet management which directly impacts campus financial expenditures. This position will perform work independently, only referring matters to the supervisor for clarification. This position interacts extensively with customers, campus community, service providers, and outside contractors. The skill, ability and knowledge of the incumbent will have direct and profound impact on the success and satisfaction level in the delivery of services to customers within the area of responsibility. In addition, the position regularly interacts with other university and system-wide contacts to solve problems. Given the pace of emerging technology, the incumbent must stay in touch with industry/system-wide trends and best practices. This position is responsible for the day-to-day administration of the Facility Services Work Control Center and Stores, which includes processing work requests, reviewing work orders, data entry to work orders, along with coordination and responsibility of the campus fleet, fuel system, and vehicle procurement.

**Required Qualifications**

- 2+ years of experience in an administrative assistant, customer service, data entry, and/or fleet coordination (or related) roles
- Experience working with computerized maintenance management systems (CMMS) and/or order process flow
• Excellent oral and written communication skills
• Experience working with Microsoft Office suite (Word, Excel, Teams, Outlook, etc.)
• Proven analytical, problem solving, and decision-making skills
• Demonstrated cultural competencies and ability to work within an inclusive environment
• Meets the minimum requirements to drive on state/university business

Preferred Qualifications
• Associate’s or higher degree in related field
• Experience working in facility management operations
• Knowledge of UW System Financials and System Policies

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 July 12, 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

Position Contact
For additional information regarding the position, please call or email:
Tina Kramer, Deputy Chief Facilities Officer
Email: tkramer@uwsp.edu
Phone: 715-346-2324

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.”

2100 Main Street - Stevens Point, WI 54481
+1-715-346-2606 (p) +1-715-346-3698 (f)
Human.Resources@uwsp.edu
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.

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