## Position Title
Office Manager

## TTC Title and Code
Administrative Assistant II (AD002)

## FTE
100%

## Principal Work Location
UW-Stevens Point Main Campus, Collins Classroom Center

## Supervisor
Lisa Michalec, Academic and Career Advising Center Director

## Pay Schedule-range
$15.38, minimum $16.35, based on qualifications and experience

## Shift
8:00am-4:30pm, Monday-Friday.

## Department
Academic and Career Advising Center

## Department Description
Our academic advisers and career development coordinators provide academic and career advising services and resources to all UWSP students and alumni. Our work directly supports academic programs and assists students in realizing their potential, achieving educational goals, and making successful transitions through college and into careers. The goal of the Academic and Career Advising Center is for every Pointer to embark on an engaged and fulfilling educational journey.

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).

## University Description

## Position Summary
The Office Manager for the University College Academic and Career Advising Center reports to the Director of the Academic and Career Advising Center (ACAC). The University College ACAC provides academic and career advising to all UWSP freshmen, some transfer students and provides career services to all UWSP students and alumni. The Office Manager is responsible for creating a warm and welcoming environment for everyone who comes to the ACAC and for supporting and ensuring the efficiency of office operations. In addition, the Office Manager will be the primary supervisor for student employees who work at the front desk of the ACAC.

- Exceptional Customer Service Skills
- Experience working with people
- Basic technology skills, including Microsoft Office Suite, with a demonstrated ability to learn new technologies
- Commitment to creating an inclusive environment in which the value of each person is recognized, supported, and respected.

## Required Qualifications
- Associate of Arts and Sciences (AAS) degree or a baccalaureate degree
- Experience working with diverse populations
- Demonstrated ability to make decisions independently
### 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.

### Deadline
To ensure consideration, completed online applications must be received by end of day, 11:59 pm, on July 10, 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
- Cover letter addressing qualifications and experience
- Resume
- Contact information for three professional references

(Official Transcripts may be required of finalist)

### Position Contact
For additional information regarding the position, please call or email:
Jacqui Guthrie, Chair, Search and Screen Committee
Email: jguthrie@uwsp.edu

### 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://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.