Operations Supervisor
*Admin Program Specialist*
Pay Grade 05 - PVL 91140

**Type of Employment:** Academic Staff, Full Time (40 hours/week)

**Location:** Turner House, 1620 Kronshage Drive, Madison, WI
Click here to see a campus map

**Department:** Residence Hall Facilities

**Compensation:**
- Starting annual salary for this position will be $48,333 or higher, based on qualifications and experience
- A competitive benefits package

**Schedule:**
- Primary schedule for this position is Monday - Friday, 7:45 a.m. to 4:30 p.m. Schedule alterations as operations and position expectations demand. This position is considered a Total Job Concept (TJC) position.

**Requirements:**
- A criminal background check will be conducted on all finalists.
- A minimum of 3 years of supervision experience is required.
- Large database management experience preferred.
- Experience with sign design, production, and installation preferred.
- Experience working with and coordinating events for college students is preferred.
- A driver’s license which meets UW Risk Management standards is preferred.

**Position Summary:**
Under the general supervision of the Assistant Director of Residence Hall Facilities - Operations this position will oversee all functions and supervise the staff for the Residence Hall Facilities main office, the sign shop and the sustainability programming efforts. This position will be responsible for leading and implementing departmental process improvements, management of the data tracking in our work order system and shared network systems, training of new technical and supervisory staff as well as assisting in coordinating all sustainability and move-out efforts.

Click here for a complete position description.

**How to Apply:**
**Apply here by 11:55pm on July 24, 2017.** Failure to submit complete application materials will result in ineligibility for this position.
- To apply online, applicants must submit a cover letter, resume, work history, and references within the online application system.
  - In your cover letter please detail your experience in a supervisory role.
  - Within the work history, please complete all fields, including dates of employment.
• Within the online application, please identify three professional references that will be able to speak towards your performance in your current and/or most recent positions. University Housing requires that at least two of the three references be either your current or most recent supervisors. When listing your references to contact, please include the following information:
  o Name
  o Title of their position and relationship to you
  o Phone number
  o E-mail address

• UW-Madison is committed to providing opportunities to people from all backgrounds to help create a welcoming, empowered, and inclusive community. UW-Madison encourages women, minorities, veterans, and people with disabilities to apply.
  o If you need to request an accommodation because of a disability, you can find information about how to make a request at the following website: http://www.oed.wisc.edu/478.htm or contact hr@housing.wisc.edu.

• Applicants who apply for this position may be considered for future vacancies in this title within University Housing.
• For questions, please call 608-262-2766 or email hr@housing.wisc.edu.
• Information for candidates that have retired from a Wisconsin Retirement System (WRS) participating employer:
  o If you return to a WRS-covered employer, including the University of Wisconsin after retirement, you are considered a "rehired annuitant." Click HERE for basic information about your benefits if you are a rehired annuitant. Please note that provisions have changed for WRS participants who retired after July 1, 2013.

University Housing is an essential services provider and all University Housing employees are part of this commitment to our residents and guests. University Housing is unique from many other state agencies and university departments because we cannot close as our services must be maintained at all times.

University Housing values diversity and is an Equal Opportunity/Affirmative Action employer