CONFERENCE SERVICES - ADMINISTRATIVE ASSISTANT

Department: Conference Services (Administration)

Dates of Employment: May 16, 2016 – August 19, 2016

Location: Slichter Hall, Conference Services

Hours of Work:
- Full-time (40 hours/week)
- Report to Conference Services at Slichter Hall, Room 20 on May 16, 2016 from 7:45am – 4:30pm.
- A required orientation will be scheduled mid to late April 2016 based on staff availability after hiring.
- Maximum of 24 hours of approved unpaid time off during work schedule for the duration of the appointment; subject to date restrictions.

Compensation: $9.45 per hour

Number of Positions: Three

Perks:
- Work on campus, close to academic buildings, housing and UW resources.
- Enhance your problem-solving and customer service skills.
- Sharpen your interpersonal communication skills in a team-oriented workplace.
- Gain valuable employment experience.
- Work in a fun and challenging atmosphere.

Position Description:

Administration is committed to demonstrating our Division of University Housing Core Values:
Care in how we approach people and our work; Creativity; Excellence; Integrity; Optimism, focusing on opportunities and positive outcomes; Respect; and Stewardship of human, financial and natural resources. Below is a list of job responsibilities:

- Responsible for general administrative tasks in the Conference Services Office, including clerical support, word processing, data entry, creating and updating spreadsheets, distributing and responding to incoming and outgoing e-mail and postal mail.
- Responsible for office management within the Conference Services Office including ordering, inventorying and organizing supplies, maintaining inventory of forms, communicating maintenance needs for office equipment, maintaining accurate files and filing systems, and postings.
• Responsible for performing receptionist duties in the Conference Services Office including accurately communicating by e-mail, promptly answering telephone calls, routing messages and faxes, scheduling meeting and information table space and responding to questions/inquiries from staff, conference sponsors and guests.
• Responsible for assisting Conference Services staff with special projects including conference guest inquiries, updating training materials, inventorying lost and found and other supplies, room assigning guests, compiling feedback, billing reconciliation and other duties as assigned by the Director of Conference Services.

Knowledge and Skills:

Mandatory Qualifications:
• Strong organizational and time management skills.
• Professional demeanor and excellent customer service skills.
• Proficient computer skills and knowledge of word processing and spreadsheet software. Willingness to learn Conference Programmer, VISIX, Iris Registration, Miscellaneous Receivables, KRONOS, Event Management System (EMS) and other databases.
• Strong oral and written communication skills and ability to focus on detailed projects.
• Punctual and dependable.

Preferred Qualifications:
• Good understanding of University Housing and Conference Services operations and mission.
• Previous office experience or work experience managing multiple responsibilities.

Hiring Information:
• Returning staff members will receive priority consideration. Applications submitted by February 9th, 2016 will receive primary consideration.
• Applications will be reviewed upon submission; however some selections will not be finalized until approximately February 25, 2016.
• Submit cover letter and resume along with the employment application, including at least three professional references (i.e. work, professors, advisor).

Exceptions to the above information will be considered on a case by case basis. Contact University Housing Human Resources at hr@housing.wisc.edu.

University Housing values diversity and is an equal opportunity employer.