Residence Life Administrative Assistant

Department: Residence Life

Location: Various Residence Life Offices.

Compensation:
- Level 1 – $9.00
- Level 2 – $9.75

Hours:
- 10 hours per week, with primary hours between 9am and 5pm
  - Up to 20 hours per week during training and opening weeks.
- **Position begins with mandatory training on August 24, 2016**
- Flexible scheduling based on academic availability and operational need.
- Summer hours available based on operational need

Qualifications:
- Must be in good non-academic conduct standing with the University and University Housing.
- For vacancies in Chadbourne Residential College (CRC):
  - Preference will be given to candidates who can demonstrate knowledge and understanding of the Chadbourne Residential College (CRC) mission.
  - Preference will be given to candidates who are residents of CRC for the 2016-2017 academic year.

Position Summary: This position provides administrative support for the Residence Life staff (Area Coordinator, Residence Life Coordinator, Assistant/Associate Directors of Residence Life) and if applicable the Residential Learning Community Staff (Program Coordinators and Faculty Directors).

Supervisor: This position is supervised by the Residence Life Coordinator in each unit.

Duties & Responsibilities:
Division of University Housing is committed to demonstrating our Core Values: **Care** in how we approach people and our work; **Creativity** in solving problems; **Integrity** in our interactions with staff and customers; **Optimism**, focusing on opportunities and positive outcomes; **Respect** for the differences, strengths, and potential in people; **Stewardship** of human, financial and natural resources; and **Excellence** in customer satisfaction and communication.

- Provide general administrative services for the Residence Life Office by developing different systems and procedures, as well as supervising ongoing projects including but not limited to:
  - Maintaining files and filing systems.
  - Inventorying and ordering office and programming supplies.
  - Managing various calendars, appointments, and room reservations.
  - Answering telephone calls for the office and accurately providing information or route messages as needed in a professional and timely manner.
  - Maintaining timely postings of upcoming campus and hall community events, programs, trainings, and resources.
  - Managing Message TV, entering programs into YESS and EMS approvals.
Serve as a resource and answer questions from staff, students and the general public and follow up with concerns in a timely and thorough fashion.

Assist supervisor and other staff on special projects including publicity/marketing, bulletin boards, social media postings, etc.

Other duties as assigned by the supervisor and additional responsibilities as assigned by each specific unit.

**Additional Level 2 Criteria:**
- Must have 9 months of active work in this position.

**Knowledge/Skills:**
- Strong organizational skills.
- Excellent oral and written communication skills.
- Must be detail oriented and able to work independently.
- Understanding of University Housing and Residence Life operations and mission.
- Able to use various computer software programs (ie Outlook, Microsoft, SharePoint), the Internet, and databases and spreadsheets.

**Application Instructions:**
- To apply, go to [https://onlineservices.housing.wisc.edu/hronlineapp/index.jsp](https://onlineservices.housing.wisc.edu/hronlineapp/index.jsp) (2016-2017) and submit your online application, including a resume.
- Deadline to receive priority consideration is **11:59pm on Wednesday, March 30, 2016**

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