Office Assistant
Dining & Culinary Services

Department: Dining & Culinary Services

Location: Various across Dining Units

Compensation:
- Level 1 – $9.30
- Level 2 – $9.55
- Level 3 – $10.05

Hours:
- Part-Time – 14 hours every two weeks is standard, beginning Monday, August 29, 2016
- Shifts start throughout the day, generally between 5:30 AM and 5:00 PM
- Hours vary depending on the dining hall and your availability.
- You will be assigned a schedule based on your academic and other availability.
- Overtime hours must be pre-approved by the unit manager.
- Summer hours may be available

Position Summary: This position supports University Housing’s mission by contributing to the department goals of exceptional customer service through the delivery of extraordinary food in all service areas. Office Assistant positions perform general office functions including answering phones, filing, typing, and record keeping projects.

Supervisor: This position is supervised by the Unit Manager.

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.

- Assist with reception and clerical duties
- Create signs and postings and ensure timely display of both
- Perform general office duties including answering phones, filing, word processing and special projects
- Maintain standards of confidentiality and professionalism
- Perform daily cashier deposits
- Fill in for student workers when necessary
- Other duties as assigned

Additional Level 2 Criteria:
- An Office Assistant becomes eligible for the Level 2 pay rate after accumulating 250 hours worked in Dining and Culinary services.

Additional Level 3 Criteria:
- In addition to accumulating 250 hours worked in their current position, Office Assistants must meet the following criteria
  - Must achieve 7 of the 10 below on a consistent basis
    - Shows initiative- able to see what needs to be done
    - Attitude- approaches their work with optimism
    - Team player- willing to move to other work areas to serve the need
    - Efficient- uses time wisely
    - Works well independently- shows integrity
    - Trainer- is able and willing to effectively train new workers
• Highly competent- able to demonstrate procedures in all work areas
• Ability to prioritize
• Meets performance expectations
• Positive customer service

Knowledge/Skills:
• Excellent computer skills and proficiency in Microsoft software such as Word, Excel and Publisher
• Strong organizational skills and the ability to multi-task
• Ability to work independently
• Effective written and oral communication skills
• Exceptional customer service skills

Application Instructions:
• To apply, go to https://onlineservices.housing.wisc.edu/hronlineapp/index.jsp (under 2016-17) and submit your online application.
• Deadline to ensure priority consideration is 11:59pm on Wednesday, March 30, 2016.

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