Office Assistant
Residence Hall Facilities

Department: Residence Hall Facilities

Location: Turner

Compensation:
- Academic Year:
  - Level 1: $9.00
  - Level 2: $9.75
- Summer:
  - Level 1: $9.45
  - Level 2: $10.20

Hours:
- 10-15 hours per week between 7:45AM–4:30PM Monday through Friday, beginning September 6, 2016
- Flexible scheduling based on academic availability and operational need
- Orientations are mandatory; your orientation schedule will be communicated to you by your supervisor
- In extreme weather or other emergency situations (when classes are cancelled), you may be expected to work, as University Housing is an essential services provider.

Qualifications:
- Must be able to occasionally lift objects weighing approximately 50 lbs.
- Working knowledge of Microsoft office suite (Outlook, Excel, Word) is required

Position Summary: Office Assistants provide an organized and welcoming environment to staff and guests in Housing Facilities Offices.

Supervisor: This position is supervised by the full time Office Administrative Assistant.

Duties and 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 office reception and related clerical duties
- Perform general office duties including answering phones, filing, word processing and special projects
- Report Facilities-related issues and follow-up with staff, customers, and/or vendor partners as needed.
- Perform data-entry tasks into web-based programs used within Facilities
- Assist staff in ordering supplies, and communicate with vendors to ensure timely delivery of materials
- Communicate updates on requests to staff by email, phone, and in-person conversation
- Use Microsoft office to provide support to staff (examples: create PowerPoints, type word documents)
- Assist in inventorying Division property
- Other duties as assigned.
- Level 2 Skills Requirements:
  - Minimum nine months of service in the position or 200 hours worked
  - Must achieve 5 of the 8 below on a consistent basis:
    - Works well independently
    - Seeks out additional tasks
- Exhibits time management skills and ability to prioritize
- Meets performance expectations
- follows up and follows through
- Takes initiative, sees thing that need to be addressed and addresses them
- Serves as role model to peers
- Team player

Knowledge & Skills:
- Ability to collaborate and communicate clearly and accurately with a variety of people.
- Ability to work independently and collaboratively.
- Leadership and organizational skills.
- Ability to maintain professionalism and react to situations in a calm manner while working on a fast paced team
- Ability to represent UW-Madison and University Housing by making sound decisions and using good judgement

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

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