University Services Associate 1 *(Temporary Employment)*

*Garden Registrar*

Pay Grade 02-09 - CPO 97908

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

**Location:** University Apartments Community Center, 611 Eagle Heights, Madison, WI 53705

Click here to see a campus map

**Department:** University Apartments - Gardens

**Compensation:** Starting rate for this position will be $12.925 per hour

**Schedule:** Hours vary based on operational need.

**Requirements:**
- A Criminal Background Check will be conducted on all finalists.
- Experience working with multiple stakeholders within a large institutional structure.
- Multilingual preferred.
- Knowledge of Eagle Heights Gardens history, policies, culture and vision preferred.
- Requires mobility throughout the Eagle Heights-Community Gardens, in a variety of soil conditions.

**Position Summary:**
The Registrar is responsible for performing their duties in accordance with university and state practices regarding receipts for financial transactions and maintaining records. The person in this position will perform a variety of data based activities throughout the year to maintain and improve the processes in accepting applications, assigning plots, maintaining gardener information, and providing reports to the Garden Oversight Committee (GOC) and the Eagle Heights/Community Garden Committee. In addition, this position is responsible for maintenance of the electronic discussion list for Garden Committee members and for communication with all gardeners.

Work is performed under the general supervision of the Garden Co-Chairs, the University Apartments Manager of Community Services, and through the written policies and official actions of the Garden Committee.

Click here for a complete position description.

**How to Apply:**
Apply here by 11:59pm on March 7, 2016, for ensured consideration. Failure to submit complete application materials will result in ineligibility for this position.

- Applicants must submit a cover letter and resume within the online application system. Within the cover letter, please address your past experiences with any of the following: community gardens, sustainable garden practices, working in community-based groups, or other experiences you feel are relevant.
- 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:

- Name
- Title of their position and relationship to you
- Phone number
- E-mail address

- 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:
  - 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.