# University of Wisconsin-Stevens Point

**Announcement No.** 21-06AS  
**JOB OPENING ID:** 16699

<table>
<thead>
<tr>
<th>Internal/External</th>
<th>External</th>
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<tbody>
<tr>
<td>Position Title</td>
<td>Administrative Program Specialist</td>
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<tr>
<td>UW System Title and Code*</td>
<td>R07</td>
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<tr>
<td>FTE</td>
<td>100%</td>
</tr>
<tr>
<td>Principal Work Location</td>
<td>UW-Stevens Point Main Campus, College of Letters and Science</td>
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<tr>
<td>Supervisor</td>
<td>Joshua Hagen, Dean of the College of Letters and Science</td>
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<td>Department</td>
<td>College of Letters and Science</td>
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<tr>
<td>University Description</td>
<td>Through the discovery and dissemination of knowledge, UW-Stevens Point stimulates intellectual growth, provides a liberal education, and prepares students for a diverse sustainable world. The university is committed to creating a safe, inclusive learning community for all faculty and staff from a variety of backgrounds. Visit <a href="http://www.joinuwsp.org">www.joinuwsp.org</a> for more information about UW-Stevens Point and <a href="http://www.everythingpointshere.com">www.everythingpointshere.com</a> for more information about the Stevens Point community.</td>
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<td>Position Summary</td>
<td>This Administrative Program Specialist position provides primary administrative support to the Dean of the College of Letters and Science and is responsible for the direct management of day-to-day activities in budget, personnel, and administrative support. The college consists of four schools containing thirteen departments, approximately two hundred faculty and staff, thirty-two degree programs, and various minors and certificates. The position works with minimal supervision and requires sound judgement and discretion regarding sensitive and confidential matters under the supervision of the dean. The position also works closely with other staff in the college office and the administrative staff in the school offices.</td>
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## Required Qualifications

- Experience working in an administrative support position with personnel and financial responsibilities.
- Experience with financial and personnel policies and software programs.
- Ability to work independently and gather necessary information with minimal guidance.
- Ability to produce accurate, clear, and consistent financial reports using spreadsheet and database software, including fact gathering and making recommendations.
- Demonstrate high-levels of organizational and time-management skills, including handling multiple projects, setting priorities, meeting deadlines, and maintaining a high level of performance in a dynamic and fast-paced environment.
- Demonstrate effective interpersonal, written, and oral communications skills.
- Contribute to an environment that is inclusive, transparent, collaborative, and collegial while working with diverse stakeholders.
- A Bachelor’s degree or higher in a field related to the position and 1-3 years of related professional experience are required.

## Preferred Qualifications

- Experience with university financial and personnel policies and software programs.
- Contribute to an environment that is inclusive, transparent, collaborative, and collegial while working with diverse stakeholders including faculty, staff, students, and donors.
- More than 3 years of professional experience preferred.
How To Apply

Please be sure to complete all required fields and include all required documents before submitting your application. To return to a draft application, click on the “My Activities” link at the top of the screen after logging in. Once you click on Submit Application, you will not be able to edit or attach any application materials. After submitting the application, you will receive an Application Confirmation email from the application system. Refer to the “How To Apply” document for more information.

Anticipated Appointment Date

December 1, 2020

Terms of Employment

This is a 12-month, Academic Staff annual appointment, exempt from the Fair Labor Standards Act. Salary is commensurate with qualifications and experience.

Benefits include University of Wisconsin insurance, retirement, and vacation package. For information about UW System benefits, visit ALEX, our interactive benefits counselor.

Deadline

To ensure consideration, completed online applications must be received by end of day, 11:59 pm, on October 22, 2020. However, screening may continue until the needs of the recruitment are met.

Files must be complete to be considered. Submission in PDF format is preferred for all attachments. Please include the following documents:
- Cover letter addressing qualifications and experience
- Resume
- Contact information for three professional references
- Unofficial Transcripts (Official Transcripts required of finalist)

Employment will require a criminal background check. It will also require you and your references to answer questions regarding sexual violence and sexual harassment.

Required Materials

For additional information regarding the position, please call or email:
Tobias Barske - Chair, Search and Screen Committee
Email: tbarske@uwsp.edu
Phone: 715-346-4406

Position Contact

Human Resources Contact

If you have any questions regarding the application process, need special arrangements, or if you submitted your application with missing materials, please call or email: human.resources@uwsp.edu

The University of Wisconsin-Stevens Point is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, or status as a qualified individual with a disability. UW-Stevens Point values diversity and inclusion as supported by our mission, “Through the discovery, dissemination and application of knowledge, UW-Stevens Point fosters intellectual growth, provides a broad-based education, models community engagement and prepares students for success in a diverse and sustainable world.”

Individuals with disabilities who need a reasonable accommodation during the application or interview process should contact Human Resources and Affirmative Action at 715-346-2606 or hr@uwsp.edu.

The safety and success of students, faculty, and staff at the University of Wisconsin-Stevens Point is paramount. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires the distribution of an annual security report to all current and prospective students, faculty, and staff. You may obtain the complete report at http://www.uwsp.edu/dos/Pages/Annual-Security-Report.aspx

The University of Wisconsin-Stevens Point will not reveal the identities of applicants who request confidentiality in writing, except the identity of the successful candidate will be released. See Wis. Stat. sec. 19.36(7).

An offer of employment will require a criminal background check and authorization to work within the United States as required by the Immigration Reform and Control Act of 1986.

Special Notes

*The University of Wisconsin System is engaged in a Title and Total Compensation (TTC) project to redesign job titles and compensation structures. As a result of the TTC project, official job titles on current job postings may change in Spring 2020. Job duties and responsibilities will remain the same. For more information please visit: wisconsin.edu/ohrwd/title-and-total-compensation-study/.*