Position Description

<table>
<thead>
<tr>
<th>UW System Title:</th>
<th>Administrative Program Specialist (R07)</th>
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</thead>
<tbody>
<tr>
<td>Working Title:</td>
<td>Executive Assistant to the Dean</td>
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<tr>
<td>Supervisor’s Working Title:</td>
<td>Dean</td>
</tr>
<tr>
<td>Hours/Shift:</td>
<td>7:45am-4:30pm, Monday-Friday. Extended hours may be necessary in the beginning of each semester</td>
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<tr>
<td>Department:</td>
<td>College of Letters and Science</td>
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<tr>
<td>Supervisory Position:</td>
<td>Yes</td>
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<tr>
<td>Employee Category:</td>
<td>Academic Staff</td>
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<tr>
<td>FLSA Status:</td>
<td>Exempt</td>
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<tr>
<td>Date Created/Updated:</td>
<td>September 14, 2020</td>
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Position Summary
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.

Primary Responsibilities:

### Budget Management

- Develop procedures for the fiscal management of all general-purpose, program revenue, grant, extension, and foundation accounts.
- Manage budget process including development of college-wide annual budget, projections, and reports.
- Provide guidance on financial processes for new assistant deans, chairs, school staff, and others as appropriate.
- Monitor college accounts working closely with the assistant deans.
- Manage budget transfers within the college and its units to ensure funds are credited to the proper account.
- Manage year-end budget reconciliation data, including year-end balance projections, reallocations, reconciliation, and carryover requests.
- Assist HR and the (or oversee) Schools’ Administrative Specialists by reviewing payroll edit reports monthly to ensure accuracy.

### Personnel

- Provide guidance to faculty and staff on personnel matters, including hiring procedures, staffing, and related policies.
- Assist in the preparation of hiring documents, manage overload approvals, and prepare summer and winterim spreadsheets to initiate contracting.
- Provide guidance to assistant deans in preparation of retention and promotion materials to meet University guidelines.
- Assist with supervision of office support position and student workers as needed.
### Administrative Support
- Direct management of day-to-day administrative activities in the college office.
- Assist the Dean with administrative support, including managing calendars, meeting scheduling, travel, and communications.
- Utilize college and university data sources to prepare reports on staffing, enrollment, student credit hours, tenure management, class sizes, fill rates, and other reports as necessary.
- Assist COLS Dean’s office staff as needed.
- Process COLS and VC travel reimbursements for faculty and staff, allocate proper funds, request reimbursement from the Vice Chancellor.
- Complete other duties as assigned by the Dean.

### Qualifications – Knowledge, Skills, and Abilities:

**Knowledge, Skills, and Abilities**
- Experience working in an administrative support position with personnel and financial responsibilities.
- Experience with university 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 including faculty, staff, students, and donors.
- A Bachelor’s degree or higher in a field related to the position (ex. business administration, human resources, communications, etc.) is preferred.

### Physical Effort/Demands:
- Sitting
- Standing
- Walking
- Lifting your arms above your head to reach high, possibly difficult, areas
- Kneeling
- Squatting
- Stooping
- Frequently lift 1 – 10 pounds
- Occasionally lift 15 pounds

### Equipment Operated:
Various computer systems and/or software, calculator, fax machine, office copier, telephone, and other electronic office devices

### Working Environment:
The noise level in the work environment is usually quiet.
This position description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of the job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated on this description.

This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.

UW-Stevens Point is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the University will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

________________________________________  ________________________________
Employee Name                                Date

________________________________________  ________________________________
Employee Signature                           Date

________________________________________  ________________________________
Supervisor Name                              Date

________________________________________  ________________________________
Supervisor Signature                         Date