



Internal/External	External
Position Title	Administrative Assistant II
UW System Title and Code*	Academic Department Associate (16660) / Administrative Assistant II (AD002)
FTE	87.5%
Position Information	Principal Work Location: UW-Stevens Point Main Campus, Noel Fine Arts Center Supervisor: Michael Estanich, Department of Theatre and Dance Chair <u>Pay Schedule-range</u> : 02-11, minimum \$16.04, based on qualifications and experience
University Staff Information	<u>Shift</u> : 8:30am-4:30pm, Monday-Friday. Extended hours may be necessary in the beginning of each semester to interview/schedule/meet with students. Evening and Weekend hours will be required to support special performance season related events.
Department	School of Performing Arts
University Description	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 www.joinuwsp.org for more information about UW-Stevens Point and www.everythingpointshere.com/ for more information about the Stevens Point community.
Position Summary	This Administrative Assistant provides administrative support to the School of Performing Arts within the College of Fine Arts & Communication. The school includes four academic units with 36 faculty and staff delivering an array of undergraduate and graduate programs. The School of Performing Arts produces more than 250 productions and events each year. The Administrative Assistant reports to both department chairs (Theatre & Dance and Music) and works closely with the school's Administrative Specialist to ensure an effective and efficiently functioning office for the school. The position requires a self-motivated individual who can work with limited supervision. A high level of confidentiality, sound judgment, and strong interpersonal skills are required. The Administrative Assistant position is essential to the effective functioning of the school. As a main office manager, this position will manage student office staff, assist students, faculty, and staff with day-to-day questions, and support the presentation of diverse and numerous music, theatre, and dance events throughout the year.
Required Qualifications	<ul style="list-style-type: none"> • High School Diploma – preferred minimum • Strong interpersonal communication skills in both written and oral forms; detailed oriented • Strong organizational and problem-solving skills including the ability to handle multiple projects, set priorities, meet deadlines, and maintain high-level performance in a fast-paced environment • Ability to work independently and gather necessary information with minimal guidance • Extensive computer capabilities (word processing, spreadsheet, database)



Preferred Qualifications	<ul style="list-style-type: none"> • Working knowledge of office procedures and University policies • Demonstrated ability to acquire knowledge of system software (i.e. TAM, WISDM, AccesSPoint, Digital Measures, Qualtrics) • Ability to work with diverse stakeholders in a professional manner. These stakeholders could include faculty, administrative staff, donors, and parents
How To Apply	<p>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.</p>
Anticipated Appointment Date	August 2, 2021
Terms of Employment	<p>This is an on-going University Staff position, non-exempt from the Fair Labor Standards Act. This position is required to serve a six-month probation period.</p> <p>Benefits include University of Wisconsin insurance, retirement, and vacation package. For information about UW System benefits, visit ALEX, our interactive benefits counselor.</p>
Deadline	<p>To ensure consideration, completed online applications must be received by end of day, 11:59 pm, on July 30, 2021. However, screening may continue until the needs of the recruitment are met.</p>
Required Materials	<p>Files must be complete to be considered. Submission in PDF format is preferred for all attachments. Please include the following documents:</p> <ul style="list-style-type: none"> - Cover letter addressing qualifications and experience - Resume - Contact information for three professional references <p>Employment will require a criminal background check. It will also require you and your references to answer questions regarding sexual violence and sexual harassment.</p>
Position Contact	<p>For additional information regarding the position, please call or email: Michael Estanich, Search and Screen Committee Email: mestanic@uwsp.edu Phone: 715-346-2500</p>
Human Resources Contact	<p>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 Email: human.resources@uwsp.edu Phone: 715-346-2606</p>
Special Notes	<p>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.”</p>



University of Wisconsin
Stevens Point

2100 Main Street - Stevens Point, WI 54481
+1-715-346-2606 (p) +1-715-346-3698 (f)
Human.Resources@uwsp.edu

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.

*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/.”



University of Wisconsin
Stevens Point

2100 Main Street - Stevens Point, WI 54481
+1-715-346-2606 (p) +1-715-346-3698 (f)
Human.Resources@uwsp.edu