



Position Description

Classification Title:	Administrative Assistant II
Working Title:	
Supervisor's Working Title:	Chair of Theatre & Dance/Chair of Music
Hours/Shift:	Full-time Academic Year w/half-time in summer
Department:	School of Performing Arts/College of Fine Arts & Communication
Supervisory Position:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Employee Category:	University Staff
FLSA Status:	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-exempt
Date Created/Updated:	6.18.21
Position of Trust:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (Defined as: Having access to vulnerable populations, property access, financial/fiduciary duties, and all executive positions)
Position of Trust with Access to Vulnerable Populations:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (Defined as: Position requires unsupervised or significant access to minors, under the age of 18 who are <u>not</u> enrolled or accepted for enrollment at a UW System Institution, and medical patients)

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.

Primary Responsibilities:	% of Time Spent
<p>Office Administration and Management</p> <p>The Administrative Assistant works closely with the Administrative Specialist to manage the school office, providing support to faculty and staff, and coordinating all office procedures. The Administrative Assistant and the Administrative Specialist together supervise day-to-day operations and any support staff or student employees in the school office, addressing issues that arise and ensuring smooth operations.</p> <p>The school's Administrative Assistant</p> <ul style="list-style-type: none"> • serves as a first point of contact in the school office for individuals and groups; provides basic organizational information via phone, in person and through other communication mediums; and routes more complex inquiries to the appropriate entities. • sends, receives, copies, and distributes communications (e.g. email and standard mail) for the school's faculty and staff according to established policies and 	35%

<p>procedures under general supervision.</p> <ul style="list-style-type: none"> • maintains the school's electronic and physical records for items such as personnel files, faculty evaluations, course syllabi, and equipment inventory records according to established policies and procedures, controls keys to offices, storage areas and cabinets. • works closely with the Administrative Specialist and chairs to ensure efficient use of resources; supports the Administrative Specialist with the day-to-day financial operations of the school including the processing and verification of payment requests, travel expenses, securing grand rights and royalties, work orders, payment orders, deposits, and other daily operations as needed. 	
<p>Clerical Support</p> <p>The school's Administrative Assistant</p> <ul style="list-style-type: none"> • manages the Chair of Theatre & Dance and Chair of Music calendars, including scheduling meetings with individuals and committees; schedules school-level faculty and staff meetings; supports the chairs and faculty with conference registrations and travel procedures. • helps prepare materials and assists in planning, coordination and communications for student recruitment efforts, individual program auditions, scholarship awards, public outreach and alumni events. • coordinates with chairs performance season brochure creation and oversees season brochure mailing. • coordinates bulk mailing with recommended Mail Service provider. • provides clerical support for retention, tenure and promotion committees; prepares binders and maintains files for retention, tenure and promotion purposes. • monitors faculty and staff information in DIMS for accuracy and updates as needed. • helps faculty and staff prepare documents such as new course proposals or other curricular revisions for Common Council submission. • assists chairs in preparing course timetables; verifies accuracy of timetable listing and analyzes listing for classroom and course meeting time conflicts. • monitors enrollment data during course registration periods; manages pre-registrations, permission required enrollments and waiting lists; manages drop/add processes for school's programs; and manages textbook requests. • approves and manages room reservation requests through Event Management Systems. • provide room calendars for student space reservations. • coordinate the department (Theatre and Dance) fall orientation and picnic. Reserve facility from city parks department. Arrange for payment, pick up and return of key for facility. Arrange catering. • prepares, distributes, and processes class evaluations at the end of each term. • requisitions supplies for the office according to university purchasing procedures • maintains school printers, scanners and copiers. • completes additional duties as assigned by the chairs. 	<p>35%</p>
<p>Academic Assistance and Student-Employee Supervision</p> <p>The school's Administrative Assistant</p> <ul style="list-style-type: none"> • Assists students with academic matters; works with students to understand Office of the Registrar forms. utilizes campus student information system, AceSPoint, to assign majors and advisors, grants registration permissions, generates degree progress reports and class rosters; and maintains current student files. • Oversees hiring and supervises student employees student employees; utilizes HRS to approve timesheets and lump sum payments. • Oversees publicity coordination for the school of performing arts 	<p>30%</p>

<p>including poster distribution, recital and program production, and marketing displays and materials.</p> <ul style="list-style-type: none"> • Coordinates special events including space reservations, equipment needs, mailing lists, brochures, and other items for the school of performing arts including First Nighters, WSMA Solo and Ensemble, Jazz Festival, and other special events. 	
--	--

Qualifications – Knowledge, Skills, and Abilities:

<p>Required Knowledge, Skills, and Abilities</p> <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) <p>Preferred Knowledge, Skills, and Abilities</p> <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
--

Physical Effort/Demands:

<ul style="list-style-type: none"> • 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:

<ul style="list-style-type: none"> • Various computer systems and/or software, calculator, fax machine, office copier, telephone, and other electronic office devices
--

Working Environment:

<p>The noise level in the work environment is usually quiet.</p>
--

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