



University of Wisconsin-Stevens Point

Announcement No. 23-143AS
JOB OPENING ID: 20130

Internal/External	External
Position Title	Pre-College Services Advising Specialist **Extended Deadline to Apply**
TTC Title and Code	Advising Specialist (OE013)
FTE	100%
Position Information	<p>Principal Work Location: UW-Stevens Point Main Campus, Park Services Building</p> <p><u>Supervisor:</u> Judy Young, Upward Bound Director</p> <p><u>Pay range:</u> \$42,000-\$46,000, based on qualifications and experience</p>
Total Rewards	<p>UW Stevens Point provides a competitive benefits package including monthly premiums starting at \$32, deductibles starting at \$250, auto-enrollment in the Wisconsin Retirement System (pension) with employer contributions, and 17+ days of paid time off (PTO)*. Additional benefits and more information available on our Total Rewards page.</p>
Department	Diversity and College Access/Upward Bound
Department Description	<p>Upward Bound is a U.S. Department of Education TRiO funded program. The UW-Stevens Point Upward Bound Program serves eligible low-income, first-generation-to-go-to-college students in central and northern Wisconsin. The program aims to generate the skills and motivation necessary for students to enter into and complete a postsecondary education after high school.</p>
University Description	<p>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 https://www.uwsp.edu/join-uw-stevens-point/ for more information about UW-Stevens Point. To learn about the Stevens Point (aka Point) area fun, jobs, housing, education, quality of life, and bragging rights, visit www.EverythingPointsHere.com.</p>
Position Summary	<p>The Advising Specialist is responsible for overseeing the overall business activities of the Upward Bound Program, primarily in the areas of finance, marketing, and human resources. This position monitors the program's budget for the Program Director and assists in budget development. The Advising Specialist oversees public relations and general marketing operations of the Upward Bound Program. The Advising Specialist performs duties pertaining to summer staff recruitment and handles related human resources tasks.</p> <p>In addition to the business activities, the Advising Specialist provides assistance to Upward Bound staff in arranging, organizing, and delivering college preparatory services to program participants where needed.</p> <p><u>Shift:</u> 7:45am-4:30pm, Monday-Friday. Evening, Weekend and varied hours are occasional during the academic year and more frequent during the summer program.</p>



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

Required Qualifications	<ul style="list-style-type: none"> • Bachelor's degree in Business, Psychology, Sociology, Social Work, Education, or related field • Working knowledge of Microsoft Office Suite Applications, particularly Excel • Experience in creating forms, documents, newsletters, event flyers and/or brochures. • Strong technical writing skills and oral communication skills • Effective organizational and time-management skills • Ability to work well both independently and as a member of a team.
Preferred Qualifications	<ul style="list-style-type: none"> • Experience in budget development and monitoring • Experience utilizing WISER and state agency administrative operations. • Experience in website design and maintenance. • Ability to work with high school aged students. • Experience working with pre-college programs targeted toward first-generation/low-income students. • Experience in helping students with college admission and FAFSA completion. • Experience in recruiting and hiring staff. • Experience with the development and implementation of training programs
How To Apply	<p>This position and instructions on how to apply are located on our website. 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>
Terms of Employment	<p>This is an Academic Staff annual appointment, exempt from the Fair Labor Standards Act. Salary is commensurate with qualifications and experience.</p> <p>The successful applicant will be responsible for ensuring eligibility for employment in the United States on or before the effective date of the appointment. University sponsorship is not available for this position.</p>
Deadline	<p>TO ENSURE CONSIDERATION: Extended deadline to apply. Applications will be reviewed on an ongoing basis until the position is filled. Application materials will be evaluated and the most qualified applicants will be invited to participate in the next step of the selection process. Incomplete and/or late application materials may not receive consideration.</p> <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
Required Materials	<p>(Official Transcripts may be required of finalist)</p> <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: Missy Habberley, Chair, Search and Screen Committee Email: mhabberl@uwsp.edu Phone: 715-346-4499</p>



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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

Email: human.resources@uwsp.edu

Phone: 715-346-2606

Special Notes

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's mission is, "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 <https://www3.uwsp.edu/protsv/Pages/Clery.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.

*PTO offering prorated based on start date and hours worked.



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