

Southwest Tech is committed to providing a welcoming environment and a sense of community where all employees can experience success. We empower and inspire all members of the Southwest Tech community to embrace differences, defend human dignity, and respect the richness of values and ideas that each person brings to the college.

**POSITION** Administrative Assistant – Facilities (Full-Time, Benefitted)  
**APPLY BY** September 30, 2024  
**HIRE DATE** October 21, 2024

**DIVISION** Facilities  
**REPORTS TO** Executive Director of Facilities, Safety and Security  
**CLASSIFICATION** Hourly (Non-Exempt)  
**POSTING DATE** September 18, 2024

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## SUMMARY

The Facilities Administrative Assistant provides administrative support to the Executive Director of Facilities, Safety, and Security and other Facilities staff by maintaining department records, managing College work orders, and building usage requests. Responsibilities may include scheduling classes and/or activities; compiling, tracking, maintaining, and reviewing student, academic, and other data and reports; responding to standard information requests regarding academics or general operations; creating and maintaining databases of records; and making standard purchases of office and/or instructional materials. This person must work independently and carry out administrative details related to the college Facilities.

## ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE

- Provide administrative and clerical support to the Executive Director of Facilities, Safety and Security and Facilities staff.
- Daily office management, correspondence, complex-level decisions that require excellent customer service skills, exercising initiative and making independent judgment.
- Evaluate/analyze and assign work requests to appropriate Facilities staff member(s) for completion.
- Schedule room/space per internal and external requests.
- Prepare, issue, and monitor keys and door access for campus stakeholders.
- Prepare payment documents and purchase requisitions with the assignment of account numbers.
- Monitor and maintain construction/project billings and account.
- License, insure, schedule servicing/repair, and maintain records for campus vehicles and trailers.
- Prepare, maintain, and/or update documents, handbooks, spreadsheets, and databases to ensure data accuracy and effective communication across the College.
- Assist staff, students, and outside groups as requested for directions and safety, security, and other general concerns.
- Backup Student Housing Manager tasks in the enterprise resource planning system.
- Coordinate campus fleet usage.
- Coordinate Campus Fitness Center Access.
- Assist Apprentices with record keeping and compliance.
- Prepares and processes program, academic, hiring, and/or other forms. Duties could include: organizing paperwork for training and marketing purposes, preparing IT request forms, preparing and monitoring financial assistance logs, and entering records with the Bureau of Apprenticeship Standards.
- Coordinate Apprenticeship Board meetings.
- Assist with Student Conduct Correspondence.
- Perform other related duties as assigned.

## TRAINING AND EXPERIENCE

- Associate's degree in Administrative Support, Office Management, or related field and 2 years of related experience; or equivalent combination of education and experience.
- Experience with compiling data, preparing reports and documents, creating schedules, maintaining records, and planning events.
- Ability to handle sensitive, confidential, and complex office situations is necessary for the effective performance of duties and responsibilities.

**KNOWLEDGE**

- Applying and explaining applicable laws, codes, regulations, policies, and/or procedures.
- Budgetary principles.
- Customer service.
- Recordkeeping principles.
- Principles and practices of planning events.

**SKILLS**

- Excellent technology skills and experience with related software applications.
- Strong problem solving and time management skills.
- Proficient in using e-mail, Internet, and Microsoft programs.
- Exceptional ability to handle a multitude of tasks simultaneously and to meet deadlines.
- Ability to deal tactfully and courteously with the college staff and general public and to maintain effective working relationships.
- Customer-focused with an ability to exercise good judgment, make decisions within the scope of authority, and discreetly handle difficult situations and confidential matters.
- Service-minded, adaptable, and self-motivated.

**PHYSICAL REQUIREMENTS STATEMENT**

- Southwest Tech is committed to creating an inclusive and accessible workplace. While certain job roles may require physical capabilities, we welcome applicants of all abilities and are committed to providing reasonable accommodations throughout the hiring process and in the workplace.

**APPLICATIONS**

Internal and External applicants complete and submit the online employment application at [www.swtc.edu/jobs](http://www.swtc.edu/jobs) For questions regarding the application process, or if you need an accommodation, please email Human Resources at [humanresources@swtc.edu](mailto:humanresources@swtc.edu) or **608.822.2314**. (TDD: 608.822.2072)

**SALARY RANGE**

B22 Hourly: \$19.56 - \$25.37

**BENEFITS/SERVICES**

Our comprehensive benefit package includes the following and much more:

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|--------------------------|--|---------------------------------|
| • Health Insurance       | • Health Club Access                       | • College Savings Program       |
| • Dental Insurance       | • Wisconsin Retirement System Contribution | • Additional Voluntary Benefits |
| • Life Insurance         | • On-campus day care (hourly rate charged) |                                 |
| • Long-Term Disability   |  |                                 |
| • Health Savings Account |  |                                 |

**SELECTION PROCESS**

The Review Committee will screen applicants and contact them for an interview. Meeting the minimum qualifications does not assure the candidate an interview. Final candidate's employment offer may be subject to completion of a criminal background check and pre-employment drug screening.

Southwest Tech does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The Equal Opportunity/Affirmative Action Officer has been designated to handle inquiries regarding non-discrimination policies. Call 800-362-3322, Ext. 2315 (TDD: 608-822-2072) or write Southwest Tech, 1800 Bronson Blvd., Fennimore, WI 53809.