

POSITION **ADMINISTRATIVE ASSISTANT - FACILITIES**
APPLY BY **June 2, 2019**
HIRE DATE **July 5, 2019**

DIVISION Facilities
REPORTS TO Director of Facilities
CLASSIFICATION Non-Exempt, B22
POSTING DATE May 16, 2019

SUMMARY

The Facilities Administrative Assistant provides administrative support to Director of Facilities and other Facilities staff by maintaining department records and managing college work order and building usage requests. This person must work independently and carry out administrative details related to the college Facilities. This position will also establish first impressions of Southwest Tech by greeting students, guests and visitors at the front door and answering phone calls.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE

- Provide administrative and clerical support to the Director of Facilities 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 for completion
- Schedule room/space per internal and external requests
- Prepare, issue, and monitor keys and access cards for campus stakeholders
- Prepare payment documents and purchase orders with the assignment of account numbers
- Monitor and maintain construction/project billings and account
- Be the contact point for shipping/receiving, ATM, vending, parking, and on-line auction
- License, insure, schedule servicing/repair, and maintain records for campus vehicles and trailers
- Assists staff, students, and outside groups as requested for directions and safety or security concerns
- Establish the first impression for visitors at Southwest Tech's main college entrance sufficient to welcome and greet college guests, ensure they are comfortable navigating the campus grounds and feel welcome on campus
- Answer phone calls and respond to standard information requests or inquiries regarding general operations
- Performs other related duties

TRAINING, EXPERIENCE AND SKILLS

- Associate's degree in Administrative Support or related field and 2 years of related experience; or equivalent combination of education and experience
- Excellent technology skills and experience with related software applications
- Applying and explaining applicable laws, codes, regulations, policies, and/or procedures
- Must have strong problem solving and time management skills
- Experience with compiling data, preparing reports and documents, creating schedules, maintaining records and planning events
- Utilizing communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, and others sufficient to exchange or convey information
- Ability to work effectively in a team-based, quality environment and provide exceptional customer service
- Must be service minded, adaptable and self-motivated

PHYSICAL REQUIREMENTS

Position requires: stooping, reaching, standing, walking, talking, hearing, and seeing; lifting up to 10 pounds on a regular basis

APPLICATIONS

Internal and External applicants complete and submit the online employment application at

www.swtc.edu/jobsatswtc

For questions regarding the application process please email Human Resources at

humanresources@swtc.edu or 608.822.2314.

WAGE BAND: B22 - Hourly Range: \$18.26 - \$23.74

BENEFITS/SERVICES

Our comprehensive benefit package includes the following and much more:

- Health Insurance
- Dental Insurance
- Life Insurance
- Long-Term Disability
- Health Savings Account
- Health Club Access
- Wisconsin Retirement System Contribution
- On-campus day care (hourly rate charge)

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 will 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.