

POSITION Administrative Assistant, Limited Term
APPLY BY July 19, 2020
HIRE DATE August 24, 2020

DIVISIONS Business & Gen. Ed, Health Sciences, Ag & Industry, Public Safety
REPORTS TO CAO & Dean of Business Programs & Gen. Ed
CLASSIFICATION Non-Exempt/Hourly
POSTING DATE July 2, 2020

SUMMARY

This position provides advanced administrative services requiring a broad knowledge of the assigned department/division. Responsibilities may include monitoring budgets, accounts, billings, and/or expenditures; preparing financial, federal, and/or statistical reports; creating schedules and coordinating room usage; preparing meeting agendas and taking official meeting minutes for distribution and documentation; responding to information requests regarding statutes, enrollment requirements, academic programs, and other matters; planning and coordinating graduation and/or other events; preparing program, academic, hiring, and/or other forms; receiving work requests and assigning them to staff as appropriate; preparing requisitions for supplies; and preparing documents to ensure effective communication across the College. This full-time, year-round, benefited position is limited term with a projected end date of April 30, 2022.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE

- Responds to information and work requests regarding statutes, enrollment requirements, academic programs, emergencies, contracts, and other matters; duties may involve resolving payment issues, addressing divisional-related inquiries; providing information on and resolving issues
- Creates and plans schedules; duties may include creating and planning program and instructor schedules; coordinating room usage; scheduling and administering student and instructor evaluations; and scheduling rotational assignments and background checks
- Schedules and coordinates department projects, official meetings, background checks, and/or events, such as graduation events and seminars; duties may involve ensuring projects and/or tasks are completed on time; coordinating with vendors; processing registrations; cancelling trainings; preparing meeting agendas; and researching information for departmental projects
- Prepares, maintains, and/or updates documents, handbooks, Smartsheets, and databases to ensure data accuracy and effective communication across the College; duties could include, but are not limited, to processing registration paperwork; updating handbooks and/or guidebooks; updating the campus calendar; and updating documents related to program modification
- Monitors budgets, accounts, billings, or expenditures; duties may include, but are not limited to, determining actual training costs, determining the accounts needed to be charged, initiating payroll authorizations, monitoring project billing accounts and grant budgets
- 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, entering records with the Bureau of Apprenticeship Standards completing paperwork for on-site reviews and program accreditation visits; processing payroll and expense reimbursement forms, CPR cards, and training certificates; and creating instructor packages
- Makes purchases and prepares requisitions for office equipment and supplies; prepares statistical reports
- Performs other related duties of a comparable level/type as assigned

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.

KNOWLEDGE

- Budgetary principles;
- Customer service;
- Applicable computers and software (Microsoft Word, Excel, PowerPoint, and email);
- Methods of preparing various documents;
- Methods of creating schedules;
- Recordkeeping principles;
- Principles and practices of planning events.
- Problem-solving methods
- Time Management processes

SKILLS

- Operating computers and software;
- Providing customer service;
- Applying and explaining applicable laws, codes, regulations, policies, and/or procedures;
- Compiling data and information and maintaining records;
- Preparing reports and documents;
- Creating schedules;
- 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.

PHYSICAL REQUIREMENTS

Positions in this class typically require: crouching, stooping, kneeling, walking, lifting, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Walking and standing are required only occasionally.

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 charged)

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 background check and pre-employment drug screening.

Southwest Tech does not discriminate on the basis of race, color, national origin, sex, disability, age, gender identity, religion or sexual orientation 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.