Southwest Wisconsin JOB POSTING

POSITION Administrative Assistant

APPLY BY November 27, 2022 HIRE DATE December 12, 2022

DIVISION Business & Industry Services and Foundation

REPORTS TO Director

CLASSIFICATION Non-Exempt-Hourly POSTING DATE November 10, 2022

SUMMARY

The Administrative Assistant will support the Southwest Tech Foundation, Real Estate Foundation, and Business and Industry Services. This position will ensure that all necessary pre and post training tasks and deliverables are completed, prepare contracts, class materials, document class enrollment and details, provide communication and support to potential attendees and schedule classes, rooms, etc. This position is 40 hours per week with full-time benefits.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE

- Provides administrative support such as answering phones, providing customer service, preparing
 reports, providing requested information, and resolving issues; Prepares, maintains, and/or updates
 documents to ensure data accuracy.
- Schedules and plans advisory council, Foundation and Real Estate Foundation board meetings.
- Creates and plans training schedules; duties may include creating and planning program and instructor schedules; coordinating logistics such as room usage, set up, and food; and enters classes in the system.
- Provides effective communication to training participants, assists potential students register for classes, answers any questions.
- Coordinates with Marketing to ensure classes and trainings are promoted on the web and other marketing outlets. Prepares and distributes bi-Weekly newsletter
- Schedules and coordinates department projects, meetings, and/or events; coordinates with employers or vendors, processing registrations, cancelling trainings, preparing meeting agendas, and researching information for departmental projects.
- Prepares all class documents and materials for facilitator or to share directly with participants; prepares completion certificates to be distributed at the conclusion of each class.
- Monitors budgets, accounts, billings, or expenditures; preparing purchase requisitions, initiating payroll authorizations, monitoring related grant budgets, and completing training contract information.
- Monitors office equipment and supplies and makes purchases and prepares requisitions as needed.
 Prepares materials that may be needed for training.
- Performs other related duties as assigned.

TRAINING, EXPERIENCE AND SKILLS

- Associates Degree in Administrative Support or related field and 2 years of related experience.
- Proficient in using e-mail, Internet, Microsoft programs and other software
- Ability to handle sensitive, confidential, and complex office situations is necessary for the effective performance of duties and responsibilities.
- 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.
- Utilizing communication and interpersonal skills in all interactions
- Strong problem-solving skills.
- Customer-focused with an ability to exercise good judgment, make decisions within the scope of authority, and discreetly handle difficult situations and confidential matters.

KNOWLEDGE

- Customer Service
- Time management processes
- Budgetary principles
- Methods of preparing various documents and creating schedules
- Recordkeeping principles
- Principles and practices of event planning
- Problem solving methods

PHYSICAL REQUIREMENTS

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. 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.

SALARY RANGE

B22 - Hourly Range: \$19.23 - \$24.94

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 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.