Administrative/Financial/Business Services Support Position

Position Description

Office Operations Associate – Project Appointment

(30-40 hours per week)

Position Summary
This position works with administrative staff, faculty and students, as well as institutional office personnel in providing administrative support and business services to the campus. This position also serves as a financial professional providing a full range of business services to the campus. Primarily independent responsibilities of this position include, but are not limited to, administrative program support, procurement, student and university staff payroll, pre-audit of invoices and travel expense reports, accounts receivable, accounts payable, and bank account maintenance. This is a Limited Term Employee (LTE) appointment and there is no expectation or guarantee of continued employment.

Position Duties
A. Procure equipment, supplies and services for the campus.
B. Process travel expense reports for faculty and staff.
C. Administer student and University Staff payroll program.
D. Provide support for Administration Office operations.
   a. Manage office services, supplies and equipment.
   b. Provide campus mail services.
   c. Provide support services for students, parents and other customers.
   d. Manage fleet car program.
E. Manage Room Reservations for on-campus needs and off-campus requests.
F. Manage room/office key distribution.
G. Process and pay invoices.
H. Provide accounts receivable and bursar management services to the campus.
I. Manage and insure accurate and timely collection services for student tuition and fees.
J. Manage bursar activities to insure proper cash handling, deposit and control of institutional and other revenues.
K. Provide financial and administrative services to the campus.
L. Other tasks as assigned.

QUALIFICATIONS
Knowledge of fundamental business rules, principles and practices.
Knowledge of institutional structure in an educational environment.
Strong written and verbal communication skills.
Ability to solve problems and implement solutions.
PAY RATE
$14.25 per hour, with benefits.

ANTICIPATED START DATE
August 10, 2015

TO ENSURE CONSIDERATION
Application with all required documents must be received by July 22, 2015.

HOW TO APPLY
Email submissions are required. Send a cover letter, resume, and contact information for three references to:
kristine.mccaslin@uwc.edu

Questions may be directed to:
Kristine McCaslin
Assistant Dean for Administration and Finance
UW-Marathon County
518 South 7th Avenue, Wausau
Email: kristine.mccaslin@uwc.edu
Phone: 715-261-6222

ORGANIZATIONAL INFORMATION
The University of Wisconsin Colleges is the freshman-sophomore liberal arts transfer institution of the world-renowned University of Wisconsin System. The UW Colleges comprises thirteen two-year campuses around the state, plus UWC Online, each of which offers an excellent liberal arts and pre-professional education for students beginning work toward a bachelor's degree. The UW Colleges also offers a Bachelor of Applied Arts and Sciences at six of its campuses. See http://www.uwc.edu for more information about the UW Colleges.

SPECIAL NOTE
UW Colleges 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 Colleges values diversity and inclusion. We define Inclusive Excellence as "the intentional engagement of the broadest range of perspectives, backgrounds, needs, experience, and circumstance in order to maximize success." We value diversity within our students, faculty and staff, and strive to recruit, develop, and retain the most talented people.

An offer of employment is contingent upon a criminal background check and the establishment of identity and verification of employment eligibility as required by the Immigration Reform and Control Act of 1986.