

Department Program Assistant General Duties Manual

Daily:

- Check phone messages
- Check email accounts
- Schedule appointments
- Take outgoing mail to distribution area
- Pick up incoming mail and faxes, sort and distribute
- Arrange Fedex and UPS shipments
- Sign for incoming packages
 1. Notify corresponding faculty
- Place purchase orders for courses as needed
- Place purchase orders for individual grants as needed
- Process major/minor/advisor changes. See **Appendix 1** for instructions.
- Assist students with late adds, drops, overrides, proper registration and student eligibility. See **Appendix 5** for late add/late drop instructions.
- Maintain student's folders
- Miscellaneous typing, copying, assembling materials as required (letters, forms, memos, grant drafts, exams, mailings etc).

Weekly:

- Schedule meetings and notify parties involved.
 1. Record, transcribe, distribute and file minutes as per instruction by Dept. Chair.
- Review status of students who have applied for graduation. Print out advising report and highlight areas of concern with recommendations, forward to department chair for final approval. The exact procedure varies by college.
- Update monthly budget spreadsheet(s).

Bi-Weekly

- Enter student payroll. Print Payroll Edit Reports, check work study allotments.
- Justify purchasing card statements with purchases.

Monthly:

- Read copier meter.
- Purchase office supplies.
- Run monthly reports for departmental budget and reconcile (procard, journal entries, expense reports...).

Semester:

- Enter Schedule of Classes into WINS . See **Appendix 2** for instructions.
- Contact Registrar's office to place Registration Hold on students for advising.
- Remove hold when student has seen advisor. See **Appendix 3** for instructions.
- Add a hold when student transfers into major just before or during preregistration.
- Request updated major/minor list
- Hire, train, schedule, evaluate performance and assign keys to student workers.
See **Appendix 4** for hiring instructions.
- Order keys for faculty as needed. Go to www.uww.edu > "Faculty and Staff" > "Administrative Forms" > "Key Request Form".
- Assign offices, furniture, equipment to faculty.
- Keep a record of inventory, both technology (computers) and other furniture and equipment.
- Place orders for textbooks, desk copies, office supplies.
- Maintain and forward copies of syllabi to home departments.
- Update major/minor database
- Prepare course evaluation packets
 1. Collect completed forms
 2. Transcribe comments
 3. Collate statistics
 4. Complete report
- Prepare faculty advising evaluations
 1. Collect completed forms
 2. Transcribe comments
 3. Collate statistics
 4. Complete report
- Check Independent Study and Internship approvals prior to issuing class permission
- Clear course substitutions for those nearing graduation
- Prepare room schedules for posting
- Coordinate faculty schedules with office hours for posting
- Develop student employee schedule(s).
- Prepare for Meetings and events. Send out Minutes, agendas and pertinent documents, obtain parking passes, print place cards, order food. Maintain mailing list and distribution list (e-mail).

Annual:

- Search & Screen
 1. Ad (written and web)
 2. Position mailings
 3. Post position on Bio webpage (forward to HR)
 4. Review applications as received, create folder, complete status form
 5. Mail application receipt and status letters
 6. Arrange transportation, rooms, dinners for candidates
 7. Schedule faculty meetings with candidates
 8. Mail search completed letter
- Prepare for Summer Programs or other events
- Budget Reviews
 1. Review Departmental, lab, supply budgets
 2. Reassess needs for next year
 3. Create individual course budgets
 4. Make end of year purchases
- Review Department Work Study needs
- Update Departmental Brochure/Web Site
- Assist with Assessment surveys and Annual Reports

WINTERIM/SUMMER PRIORITIES

General office organization; finishing uncompleted tasks.

Order evaluation forms week 1; distribute upon receipt

Transcribe any remaining Fall evaluation forms.

Prepare faculty hours and additional handouts as requested by chair for initial term Department meeting.

Update student payroll; hires

SEMESTER AT A GLANCE

- Week 1 - Request labels for all majors and minors
- Week 2 – Last date to add classes reminder.
- Week 3 – Deadline to enter schedule of classes
- Week 4 - Proof schedule of classes.
- Week 5 -
- Week 6 – Order course evaluation forms from Test Scoring
Priority Advising begins
- Week 7 - Deadline to enter schedule of classes for next semester
- Week 8 – Priority Registration
- Week 9 – Entering class permissions
Scholarships Deadline (Spring only)
- Week 10 - Distribute course evaluations
Begin Final Exam and next semester's schedules
- Week 11 - Deadline for entering Summer Schedule of classes
- Week 12 -
- Week 13 -
- Week 14 - Distribute final exam/office hours sheets for faculty to complete and return
- Week 15 -
- Week 16 - Final Exams
- Week 17 - Final Exams; grades due

Appendix 1

Major/Minor Changes

All freshman (with the exception of art, music and theatre majors) report to the advising center for major/minor changes.

Transferring out of a major:

1. Education majors go to the College of Education.
2. Student fills out Major/Minor Change Form.
3. If you have the students advising file, give it to them and check the “advising file released” box; if not check the “no file available” box.
4. Keep a copy of the form for your records.
5. Give the original and the student file to the student to take to office of new major.
6. Remove advising hold if one has been placed on student after change has been completed.

Transferring into a major:

1. Education majors must go to the College of Education.
2. Student should bring advising folder with Major/Minor change form which has been completed and signed by former major.
3. Assign an advisor (on form and on WINS).
4. Sign and give student the yellow copy (or a photocopy) of the form.
5. Inform college office of details of the change. Each college may have different requirements for this. (e.g. College of L&S: e-mail Susie Olson olsons@uww.edu with the Student name, ID#, old major/minor, new major/minor, degree, emphasis, whether one minor is replacing or in addition to another, etc.)
6. File the folder, form (send a copy to office of the minor or second major).
7. Put on advising hold if needed.

General notes: Prebusiness or undeclared can never be second major. A Business or Education major must always be 1st major over an L&S major (Accounting must always be listed as 1st major).

Appendix 2

Schedule of Classes

There is a very good training manual with instructions for preparing the Schedule of Classes on WINS. It was prepared by Mary Goeglein in the Registrar's office #1570.

Appendix 3

Removing and placing advising holds

As mentioned in the manual, advising holds are placed on student records each semester at your request. Don Wozniak at the Registrar's office will place the holds. You will need to send him a list of all the plans and/or subplans that need these holds. In most cases, Freshmen are advised by the Advising Center in Goodhue, so remember not to request advising holds for them (exceptions are Art, Music, Theatre, Education and Communication Majors).

To Remove a Hold:

1. Log In to WINS.
2. Go to "Build Community">"Service Indicators (Student)">"Use">"Service indicator data".
3. enter student's ID#
4. Hit "-" next to line with your department's hold to remove it, then "save" and return to search.

To Add a Hold:

1. Use instructions 1-3 above
2. Hit "+" button to add a hold (See "Build Community Panels for Student Data" manual for more details).
3. Enter your department information by pressing the magnifying glass at each empty box to look it up.

Appendix 4

Hiring Student Employees

“Student Employment” link: <http://www.uww.edu/classemploy/#STU> under Classified Employee/Quick Reference Guide contains all of the forms required by Human Resources and instructions for hiring pay classifications, etc.

If student has previously worked on campus or currently has another position on campus:

1. the student must fill out the “Student Employment Info.” Under the Student payroll hire packet link.
2. Ask the student if the W-4 and Direct Deposit information is the same as they last reported.
3. Fill out the Hire Authorization form
<http://www.uww.edu/adminaff/Forms/HireAuthorizationForm.xls> (either have the student give you their social security number or you can look it up on WINS).
4. Keep a copy of the Hire Authorization and Student Employment form for your records and give a copy of the Student Employment Info. Form to the student.
5. Send the originals to Human Resources at Hyer 330.

If the student has not had a job on campus or it’s been more than a year since their last employment:

1. The student must fill out the Direct Deposit, W-4, Student Employment Info., Selective Service Compliance (all males between 18 and 26), and I-9.
2. Student must show two forms of identification as listed on Form I-9 page 3.
3. Make a copy of the two forms of identification.
4. Give student a copy of the Student Employment Information form, the Student Payroll Calendar and the student assistant pay table.
5. Complete section 2 of the I-9.
6. Complete Hire Authorization Form.
7. Keep a copy of the Hire Authorization form and Student Employment Info.
8. Send the originals to Human Resources at Hyer 330.

Appendix 5

LATE ADD REQUEST INSTRUCTIONS:

Use Late Add form with the revision date of 3/11/05 (“LATE ADD” is printed vertically along left side) always use green paper for making copies of the form

**** IF STUDENT IS ONLY CHANGING SECTIONS OF THE SAME COURSE, THE YELLOW COURSE CHANGE FORM SHOULD BE USED INSTEAD OF LATE ADD OR DROP FORMS.****

Student must follow “STUDENT PROCEDURE” instructions 1-4 printed on the form.

Program Assistant must check that:

1. Student has met prerequisites for the course they are adding.
2. Late add will not create credit overload (over 18 credits).
3. If there is a time conflict and the late add is for the current term, the Time Conflict Authorization Form must accompany the Late Add Form.
4. Student is not academically dismissed. If student is, there can be no late add for a Fall or Spring Term.

College of Business Late Add requirements:

1. Student must have a combined 2.50 gpa (write the gpa on the late add form).
2. Student must be a declared business major (or business minor with 60 credits earned) in order to take 300-400 level business courses.
3. Student must have completed all prerequisites for the course (if you are granting an override of prerequisites, please note on the late add form).
4. In addition to the gpa, the following information must be included on the late add form; 1) semester credit load, and 2) number of credits earned.

LATE DROPS:

Student Procedures:

1. Complete the Course Late Drop form (revision date 2/2004). Form should be completed on blue paper.

Cannot be used to withdraw from university—see Registrar!

**** IF STUDENT IS ONLY CHANGING SECTIONS, LEVEL, UNITS OR GRADE BASIS OF THE SAME COURSE, THE YELLOW COURSE CHANGE FORM SHOULD BE USED INSTEAD OF LATE ADD OR DROP FORMS.****

2. Refer to reasons for not considering a late drop on back of form.
3. Get additional signatures if UWW athlete, international student or receive GI Bill benefits.
4. Complete verification information on back of form.
5. Get course instructor and chair signatures. Give form to Dean of student's major for final approval/denial.