

**Instructional, Communication and Information Technology
University of Wisconsin-Whitewater**

ICIT Office – Student Worker

Position Summary:

The responsibility of the position will be to provide administrative and clerical support to the division of Instructional, Communication and Information Technology. This position will work under general supervision and will report to the University Business Specialist.

This position must possess excellent organizational and communication skills, and have the ability to work closely with management and technical staff of different skill levels.

50% A. Provide office support and administrative assistance

- A1. Receive incoming calls, greet visitors, take messages, provide information or refer to appropriate individual or office.
- A2. Maintain Timeoff spreadsheet and file absences in personnel file(s).
- A3. Sort and/or open incoming mail. Dispatch outgoing and interoffice mail.
- A4. Assist in staff calendaring (schedule meetings, manage room calendars).
- A5. Compose, type and distribute memos/emails/correspondence as needed upon verbal/written instruction.
- A6. Edit and prepare written documents & reports, including excel & graphs, as needed upon request.
- A7. Copy and disseminate Travel Reimbursement Requests (TER's) for submission to financial services.
- A8. Perform other duties as assigned.

25% B. Office Operations Support

- B1. Provide front office support in case of absences.
- B2. Become knowledgeable of office, campus, and UW-System procedures, policies, and guidelines as they apply to the responsibilities of the position.
- B3. Assist in operation and maintenance of office equipment: ordering and replacing toner cartridges in copier, stocking copier paper, etc.
- B4. Assist in maintaining filing systems, including personnel and contract files.
- B5. Coordinate office supply inventory and ordering;
- B6. Submit electronic work orders upon request for maintenance related requests.

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iCIT Office – Student Worker - **continued**

25% C. Financial/HR Support

- C1. Assist with purchasing following UW-System established policies & procedures.
- C2. Assist in the filing and maintenance of financial documentation.
- C3. Assist with p-card logs, making sure appropriate documentation is provided.
- C4. Provide support related to personnel recruitment and hiring issues, including scheduling candidate interviews.

Knowledge, Skills and Abilities

- Proficiency in Microsoft Office Suite in a networked environment, including Outlook group calendaring, Word, and Excel
- Excellent organization skills
- Candidate would need a high level of confidentiality
- Ability to work collaboratively with co-workers, administrative staff, and students
- High level of attention to details
- Ability to multitask
- Excellent communications skills
- Ability to work independently
- Professional demeanor