This person provides support for the Campus Administration Office, as well as serving as the backup for the Campus Administrative Specialists (CAS). Regular schedule is 10:00 am to 2:00 pm, Monday-Friday. Changes in schedule may occur during busier times of the year. Occasional evening and weekend hours may be required. This is an LTE position with a starting wage is $14.00 per hour, depending upon skills and experience. Experience with word processing, email and spreadsheet software required. Experience in university setting, customer service and general office administration a plus.

A. Assist Campus Administration Specialist (CAS):
   a. Provide backup support for the CAS in her absence.
   b. Greet and direct visitors and provide campus information
   c. Post notices of class cancellations and changes on classroom doors
   d. Pack, seal and post US, UPS and Fed Ex mail and packages
   e. Sort and distribute incoming US, UPS, and FedEx mail and packages
   f. Check and sign or other incoming shipments such as federal express and UPS
   g. Answer incoming phone calls

B. General Office Support
   a. Conduct copying, filing, work processing, spreadsheet work and other routine office tasking as assigned
   b. Assist Campus Administrator with PCard statements and submission
   c. Assist with trouble shooting copier and vending machine problems. Call for service and communicate with representative and technicians as needed
   d. Take monthly copy count readings and report to vendor
   e. Keep inventory of copier toner and supplies and order when needed
   f. Sell special event tickets on occasion
   g. Assist with signage for campus events
   h. Assist with organization of files and office space

C. Serve as primary contact point for parking permits and enforcement
   a. Distribute and document parking stickers assigned to Faculty, Staff and Students
   b. Distribute temporary parking permits to visitors
   c. Contact Sheriff’s Department to notify them of violations

D. Maintain office supplies inventory
   a. Keep inventory of campus supplies, including printer toner
   b. Check office supplies; replenish when needed
   c. Monitor and supply copy rooms with paper and other supplies

E. Other Duties as Assigned

Please email resume and cover letter by August 26th to Kristin Fillhouer, UW Rock County Campus Administrator at kristin.fillhouer@uwc.edu.