WSU
AFSCME
BIDDING ANNOUNCEMENT

Posting Date: September 2, 2015

Application Deadline: September 8, 2015

Class Title: Office & Administrative Specialist Intermediate

Hourly Rate (Range): $15.39-$20.39 (61L)

Work Area: International Programs and Services

Days: MONDAY – FRIDAY

Hours: Part-Time (30 hours per week)

Supervisor: AVP for International Programs and Services (Carolyn O’Grady)

POSITION PURPOSE: This position provides administrative support to the Assistant Vice President for International Services and Programs. This position manages all office functions; coordinates day-to-day management of information, telephones, email, equipment purchases, and maintenance; coordinates meetings; oversees the unit website; assists in the development of unit promotional materials; and supports the AVP in implementation of strategic plans and assessment gathering for the unit as a whole.

POSITION QUALIFICATIONS: Minimum Qualifications:

Math-Sufficient to add, subtract, multiply and divide when working with budgets. Typing Keyboarding(40WPM)-Sufficient to draft correspondence for the unit, Data Entry Performance-Sufficient to enter budget information into ISRS and Excel, English(Speaking and/or Writing and/or Reading Orally)-sufficient to communicate with students and customers of the department via email, telephone, and in person, Word Processing-sufficient to draft correspondence for the unit, Spreadsheets-sufficient to enter budget information and student information into databases and manipulate the data, Bookkeeping-sufficient to enter data into Excel and to monitor the department budgets and make recommendations on discrepancies, and Customer Service Skills-sufficient to serve as the receptionist for the office.

A COPY OF THE POSITION DESCRIPTION IS AVAILABLE ON THE HUMAN RESOURCES WEBSITE AT WWW.WINONA.EDU/HUMANRESOURCES.

Please contact the Supervisor prior to the deadline date to ask further questions and determine your interest in the position prior to submitting your bid.

ALL BIDS MUST BE SUBMITTED IN WRITING TO HUMAN RESOURCES OFFICE BY 4:30 P.M. OF THE APPLICATION DEADLINE.