Position Description
Preferred Format in PageUp

When uploading a position description into the PageUp applicant tracking system, please use the example position description below when doing so. There is no required format for a position description, however, the preferred format is provided.

Helpful Tips:

- **Job Summary**: The job summary encompasses a high level overview of the position. It often includes: overarching duties of the position, the title of the individual in which the position reports to, work schedule (including overtime, weekend work, holiday work, evening work, etc.), and supervisory responsibilities.

- **Job Duties**: Job duties may be grouped into categories with an assigned percentage representing the estimated amount of time spent on those particular duties. Duties may be listed in a numerical or alphabetical list. After entering the category of duties and clicking "Add" in PageUp, all duties will be merged together as if the formatting appears to be lost. Please know that this is a system setting and your formatting will reappear properly formatted when the position is posted externally.

- **Required Knowledge, Skills, and Abilities**: Required KSA's of the position are extremely important as they serve as the primary criteria while tiering and screening candidates. Please make sure there is an adequate amount of requirements, however, not too many requirements as you may screen out potentially strong candidates with these requirements. A specific type of educational degree may only be listed as a requirement for Academic Staff and Faculty positions.

- **Preferred Knowledge, Skills, and Abilities**: Preferred KSA's of the position are generally utilized to guide the search when there are multiple candidates who meet the required KSA's listed.

- **Essential Skills**: Essential skills are physical abilities required of the individual performing the job duties.

- **Core Competencies**: Although there is not a field specifically dedicated to core competencies, if a department would like to list their core competencies in the position description, they may do so in the job duties section of the position description. Click "Add" to add a new category and leave the percentage of time field blank. Core competencies may be listed here underneath the completed list of job duties.

Position Description	
	Faculty and Instructional Academic Staff positions only need to complete "Job Summary" field of the position description. The remaining fields are optional.
Job Summary:*	Under the supervision of the Assistant Director of Residence Life - Management Services and Programs, the Management Services Assistant in the Department of Residence Life at the University of Wisconsin Oshkosh is responsible for the activities related to purchasing, cash handling, vendor relationships, and student employee payroll. The Management Services Assistant works closely with other Residence Life staff and campus offices to coordinate purchasing for department programming, staffing, and operations as well as serving as the primary monitor of the department's use of budget. This position serves as the main back up to the Operations Support Management (Cash Manager) with responsibilities for management of cash advances, collection of revenue, revenue reporting & auditing, and administration of various contracts. Additionally, this position supports all hourly-paid student employees within the department with responsibilities for posting, file management, payroll appointments, and record keeping. The position has additional responsibilities to support the overall efficient functioning of the front office of Residence Life and ensure positive customer service experiences for students, parents, and families. Standard working hours are: 7:45 am to 4:30 pm Monday to Friday. Some night, weekend, and holiday hours are required to support residence hall openings and closings.

JOB DUTIES

% of time	Duties / Responsibilities	Essential / Marginal
30	Partnership/business development a. Build awareness and interest of BSC services with area businesses and community organizations b. Build awareness and develop supportive faculty relationships c. Build demand for Center services with new clients and within existing client base d. Coordinate service delivery to set of key accounts e. Develop and maintain communication channels with current contacts f. Actively participate in; area Chamber of Commerce, civic organizations, municipal events, and UW Oshkosh events	Essential
20	New Products and Services development and implementation a. Actively identify new and emerging market opportunities that can utilize University faculty, students and/or resources b. Develop market opportunities into standard products or services that can be offered broadly and marketed efficiently c. Create financial and marketing plans for each service that ensures they are both strategically and financially viable d. Implement marketing and operational plans to fully exploit opportunities, while delivering financial acceptable returns	Essential
30	Project Management a. Develop project plans and budgets b. Monitor progress and ensure that project objectives are met c. Manage client/provider (faculty) relationship through delivery and closure d. Manage one or more of the following; Center marketing, Survey Center, special projects/events e. Hire, mentor and supervise students and staff associated with projects	Essential
20	Mentor students a. Guide Center students through their personal and professional development b. Provide career development assistance c. Mentor students to be successful in their internship placement and beyond d. Assist Internship Coordinator in matching students to appropriate placements	Essential

KNOWLEDGE / SKILLS / ABILITIES

Required Knowledge, Skills, and Abilities:

- Bachelor's Degree
- Advanced Microsoft Office skills – including Word, Excel, PowerPoint
- Effective interpersonal and written communication skills including email
- Experience with identifying and implementing changes as processes, technologies or service needs dictate
- Strong problem-solving skills
- Self-directed with ability to work independently
- Ability to work collaboratively in a team atmosphere
- Strong attention to detail
- Evidence of being highly organized
- Ability to maintain strict confidentiality of records and personal information
- Willingness to travel statewide
- Ability to obtain approval for Driver Authorization through UW Oshkosh
- Ability to successfully complete Criminal Background Check

Preferred Knowledge, Skills, and Abilities:

- Experience working with grant/contract funded programs
- Familiarity with electronic scanning equipment and document archiving
- Experience with online evaluation software, such as Qualtrics and/or Quia
- Experience using WISDM
- Experience working within a University environment

Essential Skills (if applicable):

- ☑ Walks, sits, stands
- ☐ Subject to lifting over 50 pounds
- ☐ Empties trash/recycling, vacuums/mops/sweeps floor
- ☑ Files documents; stand, bend, open and lift filing
- ☐ Bends, kneels
- ☑ Uses computer and can type
- ☐ Uses heavy equipment (i.e. vacuum, floor cleaner)