



**Written Assessment Directions for
UW Oshkosh CCDET
Administrative Specialist Application**

A typewritten paper or outline describing your background and transferable skills as related to the abilities identified below *must be included with your application paperwork*. Please be sure to include information about your role and responsibilities, using specific examples.

- 1) Share your experience managing administrative tasks and projects and your ability to solve problems and adapt to change.
- 2) Explain your experience working with confidential records or information.
- 3) Describe your work style including working independently, working within a team, managing time, prioritizing tasks, attention to detail and making decisions.
- 4) Share your computer literacy and the specific types of programs you have had experience with including: Microsoft Word, Excel, PowerPoint, Publisher, email and electronic calendar.
- 5) Describe your communication and interpersonal skills and your ability to effectively communicate, to share and express information and develop relationships.

The paper must be typed, single-spaced, 1-inch margins, 12-point font and no more than three pages in length. Please organize your paper/outline using the numbering system (1-5) as indicated above.