Business Operations Special Projects Assistant
Office of Residence Life
UW-Green Bay

General Description:

The Business Operations Special Project Assistant supports ongoing and newly developing Residence Life initiatives by assisting in the planning, design, and implementation of projects and programs. These initiatives are primarily based on the Residence Life Technology plan, but will also include other ongoing or seasonal tasks to support the Business Operations area.

This position performs a variety of functions and tasks including but not limited to researching, documenting, organizing, testing, and communicating regularly with and making recommendations to project leaders. The ultimate goal for the project assistant is to provide overall support and development of project goals, timelines, and desired outcomes. This position reports to the Associate Director of Residence Life with direct supervision from the USPA for Business Operations.

Dates of Employment:
This position offers the opportunity for summer employment up to 25 hours per week from May 13th, 2016 to September 1st, 2016.

Specific Duties & Role:

1. Help clarify and organize objectives and operations for specific projects or programs.
2. Assist with developing and presenting projects and proposals which may require extensive research, documentation, and communication with other students, colleagues, or other professionals.
3. Assist with developing and maintaining project plans.
4. Act as a liaison between project coordinators and members of the committee or staff through answering questions and helping to provide updates or reminders, as needed.
5. Fully participate in all committee meetings and project meetings – providing feedback, making recommendations, preparing correspondence, collecting information, and taking meeting minutes, as needed.
6. Ensure that all project materials are kept organized and accessible to appropriate staff throughout the project timeline and are properly documented and archived at the completion of the project.
7. Use all appropriate electronic tools, programs, and office equipment necessary to achieve project responsibilities – remembering to document steps, as necessary.
8. Test features, functions, consistency, and reliability of software, programs, Web pages, Web programs etc., as necessary.
9. Provide support to Business Operations including assisting with contract management which includes assignments/cancellations/room changes/processing advance deposits.
10. Other duties related to projects, programs, and other business initiatives, as assigned.

Project Management Assistance:

Provide assistance with the following projects:

1. Assist with preparation for implementation of a key management solution including a full audit and inventory of locks, keys, doors. Ensure the accuracy of both existing and newly created key records.
2. Assist with a security audit of existing PERSONA access cards.
3. Data entry of existing and newly created key records into Keystone key management software.
4. Intelli-Response “AskGBHousing” annual knowledge review and report.
5. Ongoing conversion to digital record keeping for contract management.
6. Develop user documentation including help links, video, and user manual for existing technologies.
7. Other projects as assigned and/or needed.
**Qualifications:**

1. Individual should have a working knowledge of Residence Life facilities and operations or student housing experience.
2. Excellent interpersonal skills, ability to communicate and collaborate with staff and students.
3. Strong written communication skills; proofreading and grammar skills.
4. Ability to establish and maintain a network of relationships with staff and students.
5. Capacity to be creative, deadline-driven, innovative, and resourceful in the position.
6. Excellent attention to detail, organizational skills, and ability to meet project deadlines.
7. Capacity to provide project support and assist with project development.
8. Ability to work independently, with great attention to detail, while maintaining the commitment to working as part of a team.
9. The ability to maintain confidentiality, to exercise sound judgment, to provide recommendations, and to solve problems in accordance with Residence Life and University Policy.
10. Competency with use Microsoft Office software, especially Outlook, Word, & Excel.
11. Availability, 25 hours per week during regular business hours; 7:45 a.m. – 4:30 p.m. Some evening and weekend work may be required. Additional hours may be available during peak periods.
12. Must be able to lift up to 40 pounds.
13. While performing the duties of this position the employee must, with or without accommodations for a disability, be able to work in an office setting using standard office equipment, such as photocopier, fax machine, printer and telephone. Must be able to converse in person and over the telephone, and to read printed materials and a computer screen. Must have the ability to travel to other offices to attend meetings.
14. Satisfactory criminal background check is required.

**To Apply:**

Submit a letter of application, resume, and list of three references. Send application materials to bergerom@uwgb.edu by April 24th at 11:59pm.

**For More Information, Contact:**

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