I. **Title:** Student Personnel-Administrative Assistant

II. **Description/Scope:** Assists SPC in regards to student employee hiring and orientation, student wages, evaluation, recognition, discipline, on-going training, confidential personnel files, budgetary responsibilities, long-term projects, and overall work performance and exit interviews. Additional responsibilities are focused on employee policies and procedures, team-building and recognition activities, leadership training, organizational communication for University Union, and the facilitation of committees.

III. **Supervisor:** Student Personnel-Administrative Coordinator & Assistant Director of Internal Support

IV. **Pay level:** 4
   *Compensation according to the University Union Wage Rate Guidelines (updated fall 2013)*

V. **Time Commitment:** The qualified person must also have at least 3 semesters remaining on campus, and work up to 10 - 15 hours per week.

VI. **Responsibilities:**
   - Assist in maintaining and archiving confidential personnel files on all student employees that include applications, evaluations, and other employee-specific records.
   - Serve as a confidential resource person for students with concerns about workplace employment policies and procedures, fairness and equity, harassment, discrimination, or other unacceptable conditions, acting as a liaison and communication link between student employees and staff.
   - Organize, sort, reconcile, and file regular correspondence and confidential information.
   - Assist with the development of policies and procedures, as well as student job descriptions for the University Union and Shorewood Golf Course.
   - Ability to work independently and effectively problem solve, using a variety of resources including academic, social and legal services as well as campus departments and their services.
   - Be knowledgeable of general University Union and Shorewood Golf Course operations and programs.
   - Learn and utilize a variety of University specific software programs, as well as point-of-sale devices for retail areas in the University Union and Shorewood Golf Course.
- Assist with a variety of projects, as assigned, related to the dining, vending, ATM, and banking contracts.

- Assist staff with the hiring process for student employees, serving on screening and interviewing teams for applicants as necessary.

- Assist with the on-going evaluation process on a six-month rotation basis for all University Union and Shorewood Golf Course student employees and supervisors. Assist supervisors, leads, and student employees with this process as needed.

- Assist with the distribution of exit interview questionnaires, employment disclosure waiver forms, and recommendations as needed.

- Develop and produce a weekly email for all employees, and update the bulletin board to promote communication.

- Other duties as assigned by the Director, the Assistant Director of Internal Support Services, and Student Personnel-Administrative Coordinator.

**VII. Qualifications:**
The Student Personnel-Administrative Assistant must have leadership, interpersonal, written/verbal communication and organizational skills, display a high level of initiative, maturity, customer service, and problem solving skills as well as the ability to work with limited supervision. Computer knowledge and software knowledge of Microsoft Office are requirements.

**All University Union employees are required to take at least 6 undergraduate or 5 graduate credits per semester with a minimum cumulative GPA of 2.0.**

Updated 6/13