I. **Title:** Student Personnel Administrative Coordinator (SPAC)

II. **Description/Scope:** Responsible for 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:** Assistant Director-Internal Support & Director of the University Union

IV. **Pay Level:** 5

   *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, be available to work in summers, and work up to 20 hours per week.

VI. **Responsibilities:**

   **Overall:**
   - Facilitate, maintain and archive confidential personnel files on all student employees that include applications, evaluations, and other employee-specific records as well as accurate history and records of completed projects.
   - 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.
   - Update and 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.
   - Effectively communicate and identify project priorities and assist in the overall follow-through.
   - 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.
   - Provide feedback and guidance to University Union and Shorewood Golf Course staff, when necessary.
   - Manage a variety of projects, as assigned, related to the dining, vending, ATM, and banking contracts.
   - Coordinate internal audits on contracts as well as University Union and Shorewood Golf Course business activity.
   - Assist staff with the hiring process for student employees, serving on screening and interviewing teams for applicants as necessary.
   - Coordinate 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.
   - Conduct exit interviews and coordinate employment disclosure waivers and recommendations as needed.
   - Update and assist with the development of policies and procedures and job descriptions related to the student employment program and positions.
   - Assist supervisors and lead workers with following appropriate procedures for progressive discipline.
   - Maintain the Student Personnel-Administrative department work space, computer, publications, forms, and resources.
- Other duties as assigned by the Director and the Assistant Director-Internal Support.

**Payroll:**
- Calculate wages each semester for University Union and Shorewood Golf Course student employees in accordance with the Wage Increase Policy.
- Coordinate the verification of students’ cumulative GPA and credit load check for continuing students each semester.
- Process necessary payroll forms for new and continuing students as needed.
- Record and file employee’s missing punch cards and disciplinary documents as necessary.

**Training:**
- Maintain and update the general orientation program for new employees covering policies, procedures, and payroll.
- Coordinate training and development sessions applicable to all student supervisors twice per semester.
- Provide additional training opportunities for student employees in accordance with the Uachieve employment program, as well as the Uachieve program as a whole.
- Organize social team building programs for staff and student employees once per semester.

**Recognition:**
- Coordinate the University Union Recognition program in cooperation with the Recognition Committee.
- Coordinate the ongoing recognition of employees through the Uachieve program.

**Qualifications:**
The SPAC 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