UW-Richland Job Announcement
Administrative Office Assistant

This person provides support for the UW-Richland Campus Administrator (CA), as well as serving as the backup for the Campus Administrative Specialist (CAS). Regular schedule is 8:00 am to 12:00 pm, Monday-Thursday. Changes in schedule may occur during busier times of the year. Occasional evening and weekend hours may be required. This is an LTE position with a starting wage of $12.50 per hour, depending upon skills and experience. Experience with word processing, email, and spreadsheet software required. Experience in university setting, customer service, and general office administration preferred.

A. Assist Campus Administration Specialist (CAS):
   a. Provide backup support for the CAS in his absence
   b. Greet and direct visitors and provide campus information
   c. Post notices of class cancellations and changes on classroom doors
   d. Oversee mail room processes including:
      i. Pack, seal and post US, UPS and FedEx mail and packages
      ii. Sort and distribute incoming US, UPS, and FedEx mail and packages
      iii. Check and sign or other incoming shipments such as federal express and UPS
   e. Answer incoming phone calls

B. General Office Support
   a. Develop and maintain filing system for administrative offices.
   b. Conduct word processing and maintain EXCEL spreadsheets, as assigned
   c. Prepare agendas for meetings and prepare schedules for campus visits
   d. Prepare and modify documents including correspondence, reports, drafts, memos and emails
   e. Record, compile, transcribe, and distribute minutes of meetings
   f. Assist Campus Administrator with PCard statements and submission
   g. Serve as primary contact for photocopiers, including:
      i. Assist with trouble shooting copier and vending machine problems. Call for service and communicate with representative and technicians as needed
      ii. Take monthly copy count readings and report to vendor
      iii. Keep inventory of copier toner and supplies and order when needed
   h. Sell special event tickets on occasion
   i. Assist with signage for campus events
   j. Assist with organization of files and office space
   k. Complete copying and other routine office tasking as assigned

C. Maintain office supplies inventory
   a. Keep inventory of campus supplies, including printer toner
   b. Check office supplies; replenish when needed
   c. Monitor and supply copy rooms with paper and other supplies
   d. Oversee organization of supply rooms.

D. Other Duties as Assigned

Please email resume and cover letter to Tracy Davidson, UW-Richland Campus Administrator at tracy.davidson@uwc.edu.