



**Administrative Assistant, National Science Foundation:
NEW Approach to Building a Workforce Pipeline Project**
PART TIME - Grant Funded

Job Order 601856
June 22, 2018

Department: Trades & Engineering Technologies
FLSA Status: Non-Exempt
Salary Grade: PB
Position # 07100151

Reports To: Office Supervisor, Trades & Engineering Technologies
Amount of Travel Required: 10%

LOCATION: Green Bay

HOURS: Anticipated hours will be approximately 16 hours per week between the core hours of 8-4:30pm Monday-Friday. Flexibility is required to assist with employer events/meeting that take place in the evenings.

This position is grant funded with an anticipated length of 3 years.

SALARY: \$13.34/hour

Required online application available on website: www.nwtc.edu/jobs

Location: Northeast Wisconsin Technical College, Human Resources, 2740 West Mason Street, Green Bay, WI 54307-9042. All postings are considered current and available until removed from the website.

Northeast Wisconsin Technical College is committed to promoting a learning environment where employees and students of differing perspectives and cultural backgrounds pursue career and academic goals embraced in an environment of respect and shared inquiry.

The College is seeking to attract ethnically diverse instructors and staff who can inspire our increasingly diverse student population

POSITION SUMMARY

Administrative support for the College's grant-funded National Science Foundation project, the *NEW Approach to Building a Workforce Pipeline*. Position will communicate with and respond to project-related questions from within NWTC and industry partners, as well as maintain budget documents and coordinate recruitment events. Anticipated hours will be approximately 16 hours per week. This is a three-year, limited-term position.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the functions identified in the job description.

Essential Functions Statement(s)

- Provide Administrative Assistant duties to the National Science Foundation grant-funded *NEW Approach to Building a Workforce Pipeline Project*. The College's Trades & Engineering Technologies Office Supervisor and Associate Dean, as well as the Strategic Partnerships Manager, will closely direct work.
- Communicate with and respond to project-related questions from within NWTC and industry partners.
- Schedule, coordinate, prepare and distribute agendas for a variety of meetings, take meeting minutes and follow-up with meeting participants regarding assignments, timelines, etc.
- Make travel arrangements for project staff.

- Create complex material and reports using word processing, spreadsheet software, database software, and presentation software. Maintain files, manage schedules, and mail. Order office supplies.
- Assist with data entry and the compilation of data for grant reports per funder requirements.
- Reconcile and process expense reports, payment authorizations, originate budget transfers, travel/professional development requests, Procard purchases, and petty cash reimbursements. Manage, allocate and reconcile accounts accordingly.
- Develop and implement a communication system using Google docs and/or other technologies.
- Analysis of change request of budget and project scope to make recommendation to NWTC internal members.
- Ensure that project decisions comply with National Science Foundation award documents, which include audit specs, performance specs, and reporting.

POSITION QUALIFICATIONS

Competency Statement(s)

- Values - Demonstrate behaviors and action that support the College’s values - Customer Focus, Everyone Has Worth, Passion and Inspiration, Collaboration, Emotional Intelligence, Results and Accountability, Valuing Talent and Well Being, and Ethics.
- Student Success – Demonstrate behaviors and actions that support student recruitment, retention, and student success initiatives.
- Accountability - Ability to accept responsibility and account for his/her actions.
- Accuracy - Ability to perform work accurately and thoroughly.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Project Management - Ability to organize and direct a project to completion.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Time Management - Ability to utilize the available time to organize and complete work within given deadlines.

SKILLS & ABILITIES

Education: Associate's Degree in Administrative Professional or similar program

Experience: Three years related experience.

***An equivalent combination of education and work experience may be considered.*

Computer Skills

Microsoft Office Suite, Visio, Adobe Acrobat Professional, and web based survey tools and formats.

Certificates & Licenses

Must possess a valid Wisconsin Driver’s License and be insurable under the District’s standard vehicle/liability insurance policy.

Other Requirements

Ability to type 40 words per minute with 95 percent accuracy. General knowledge of budget, inventory, and/or basic accounting procedures.

PHYSICAL DEMANDS

Physical Demands

Stand	O (Occasionally)	Lift/Carry 10 lbs or less	O (Occasionally)
Walk	O (Occasionally)	11-20 lbs	N (Not Applicable)
Sit	C (Constantly)	21-50 lbs	N (Not Applicable)
Handling / Fingering	O (Occasionally)	51-100 lbs	N (Not Applicable)
Reach Outward	O (Occasionally)	Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	O (Occasionally)	Push/Pull	
Climb	N (Not Applicable)	12 lbs or less	O (Occasionally)

Crawl	N (Not Applicable)	13-25 lbs	N (Not Applicable)
Squat or Kneel	O (Occasionally)	26-40 lbs	N (Not Applicable)
Bend	O (Occasionally)	41-100 lbs	N (Not Applicable)

- N (Not Applicable)** Activity is not applicable to this occupation.
- O (Occasionally)** Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
- F (Frequently)** Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
- C (Constantly)** Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

The College has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the College reserves the right to change this job description and/or assign tasks for the employee to perform, as the College may deem appropriate.

NWTC does not discriminate on the basis of age, race, color, disability, sex, gender, sexual orientation, gender identity, national origin or other protected classes.