



Position Vacancy Listing

Working Title:

Office Assistant

Official Title:

Office Assistant

Degree and area of specialization:

Applicants must be a UW-Madison undergraduate in good academic standing for an office assistant position. Undergraduates with a cumulative GPA of 3.0 or higher and demonstrated administrative skills and experience are encouraged to apply. Interest in social science research is a plus.

QUALIFICATIONS:

- Excellent organizational skills
- Excellent written and verbal communication skills
- Excellent typing and basic editing skills
- Knowledge/experience with the latest Microsoft Office software (e.g., Word, Excel, and PowerPoint)
- Demonstrated ability to be self-motivated
- Demonstrated ability to work well within a diverse team environment
- Knowledge/experience managing and implementing meetings with a variety of stakeholders

RESPONSIBILITIES:

The Office Assistant will aid in maintaining extensive records and documentation within the Wei LAB. The chosen candidate will perform standard office duties such as scheduling, office email management, phone and message management, photocopying, scanning, mailing, filing, and other assigned duties.

ABOUT WEI LAB:

Wisconsin's Equity and Inclusion Laboratory's (Wei LAB) is a research unit on the UW-Madison campus with the primary mission to design, conduct, and disseminate research that informs policymakers, practitioners, and concerned citizens on how to best promote equitable and inclusive learning and work environments in education in general, and

higher education in particular. The Wei LAB agenda seeks to engage the most difficult and important equity and inclusion topics confronting the educational system through research and translational activities.

ADDITIONAL INFORMATION:

The successful candidate will demonstrate the following:

- Be familiar with proper telephone etiquette and maintain a standard of prompt responses to e-mail and telephone messages
- Effective communicator able to converse professionally with a broad and diverse group of stakeholders and professionals on campus and off-campus
- Capable of managing multiple concurrent projects of various sizes and scopes and should thrive in a largely self-directed environment, able to establish project duties and parameters through consultation with a range of reference sources
- Maintain extensive records and documentation, in addition to conducting standard office duties such as scheduling, reserving conference rooms and equipment, and managing calendars, activity reports, office email, and phone messages, as well as other assigned duties (e.g., photocopying, scanning, mailing, and filing).



Appointment type:	Hourly Student Position
Department(s):	Wei LAB/WCER
Hourly rate:	\$9-\$12/hr.
Term:	Academic Year
Appointment percent:	10 – 20 hours per week

How To Apply:

Please submit a cover letter and resume to Samantha Garlock, Wei LAB Manager: sgarlock@wisc.edu. Questions may be directed to Samantha at the e-mail above, or by phone: (608) 890-3790.