

## **Job Posting**

The College of Liberal Arts and Sciences Dean's Office seeks applicants for a full-time position as a Program Assistant 1 (UCP 3). Under the direction of the College of Liberal Arts and Sciences Shared Services Office, the incumbent will be responsible for managing and providing full administrative support to the Dean's office. This position will also be responsible for supporting the CLAS Shared Services team, as applicable.

### **DUTIES AND RESPONSIBILITIES**

1. As directed, assists Dean's Office in the performance of program activities, including regional aspects of the program: coordinates program logistics and administrative support for program staff, making adjustments to accommodate priority needs.
2. Assists in outreach program and conference planning and makes arrangements, as necessary.
3. Writes and/or edits and disseminates informational, promotional and occasional technical materials to support Dean's Office activities
4. Serves as a resource to students, staff and others on matters relating to administrative.
5. Exercises general supervision over office personnel and office functions; processes and maintains necessary paperwork, records and files to support program, including fiscal and personnel records.
6. Acts for the Dean's Office staff in matters of administrative detail.
7. Monitors expenditures for the Dean's Office.
8. May coordinate or supervise some specialized non-academic aspects of the program.
9. Maintains a collection of resource materials and program information.
10. May perform office support functions, including general office maintenance and ordering supplies
11. Performs related duties as required.
12. Sustain full coverage of main desk space
13. Management of calendar for main office and applicable managerial staff
14. As directed, assist CLAS Shared Services staff with projects

### **MINIMUM QUALIFICATIONS**

1. Bachelor's degree in subject area related to program specialty, or equivalent combination of education and experience.
2. One to three years' experience in a responsible administrative support position, which demonstrates knowledge of administrative methods.
3. Ability to work independently and regularly exercise judgment regarding administrative detail and procedures.
4. Ability to provide entry-level program support.
5. Good interpersonal and organizational skills
6. Good writing and communications skills

### **PREFERRED QUALIFICATIONS**

1. Demonstrates ability to be detailed oriented
2. Experience working in a higher education setting
3. Demonstrates a high level of customer service

### **APPOINTMENT TERMS**

This is a full-time position. The University offers a competitive salary, outstanding benefits including employee and dependent tuition waivers at UConn, and a highly desirable work environment. Salary will be commensurate with successful candidates' background and experience.

### **TO APPLY**

Upload a **cover letter**, **resume** and contact information for **three professional references** via UConn jobs, ([www.jobs.uconn.edu](http://www.jobs.uconn.edu)), Staff Positions. Include search #2019145 in application materials. Screening will begin immediately and the search will remain open until a suitable candidate is found.

Employment of the successful candidate will be contingent upon the successful completion of a pre-employment criminal background check. (Search # 2019145)

This job posting is scheduled to be removed at 11:59 p.m. Eastern time on November 5, 2018.

All employees are subject to adherence to the State Code of Ethics which may be found at <http://www.ct.gov/ethics/site/default.asp> .

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*The University of Connecticut is committed to building and supporting a multicultural and diverse community of students, faculty and staff. The diversity of students, faculty and staff continues to increase, as does the number of honors students, valedictorians and salutatorians who consistently make UConn their top choice. More than 100 research centers and institutes serve the University's teaching, research, diversity, and outreach missions, leading to UConn's ranking as one of the nation's top research universities. UConn's faculty and staff are the critical link to fostering and expanding our vibrant, multicultural and diverse University community. As an Affirmative Action/Equal Employment Opportunity employer, UConn encourages applications from women, veterans, people with disabilities and members of traditionally underrepresented populations.*