SUMMARY:

This position supervises student office employees and manages the Student Senate Office.

The position provides input on the development of the budgets and monitors expenditures from those budgets. The position also supports the Legal Services program, serves as liaison with the campus insurance agent-of-record and assists with new student organization registration and funding application process. Assists in the preparation for Budget Hearings and oversees reimbursement and travel card usage.

The University Services Associate 2 is required to function independently and works closely with the student leadership team including the Executive Board. The position reports directly to the Dean of Students, who is the adviser to the Student Senate. This is an 83% position.

A. PROGRAM SUPPORT - 50%

A1. Supervise on-going programs and update procedures, consult with administration, department/program directors and off-campus personnel involved.

A2. Ensure information pamphlets, forms are designed. Retrieve pertinent information.

A3. Coordinate procedures for student appointments to administrative committees.

A4. Consult with appropriate faculty and officers regarding criteria for student appointments.

A5. Validate eligibility and monitor all confidential records for student involvement.

A6. Record and update administrative committee listings and correspondence.

A7. Administer record procedures and information distribution for students serving on these committees.

A8. Provide Administrative support for the coordination and management of the Legal Services and Travel programs. Consults with attorney who advises UWEC students, and if necessary, determine whether to give verbal or written contact to students on Attorney’s behalf.

i) Schedule appointments for UWEC students with the attorney, verify university enrollment, and make receipt of the monetary pre-appointment fee.

ii) Transcribe all correspondence regarding legal letters, small claims and other miscellaneous forms; copy, distribute to clients and file. Collect data and correspond with various sheriff’s departments regarding small claims service charges and fees and also collect data from police departments regarding police reports, trial dates, etc.

iii) Maintain confidentiality procedures on all legal records.

iv) Modify and update reference materials and supporting publications for the program. Compile and record summaries of all cases from attorney’s log and submit completed list to the Dean of Students.
v) Maintain list of university related landlords and rental agencies.

A9. Provide program support for the Student Accident and Sickness Insurance Plan program.
   i) Collaborate with the insurance agent of record regarding current program requirements and programs for the following year.
   ii) Respond to basic questions regarding the insurance plan, claims, etc. and refer to the insurance agent when appropriate.
   iii) Secure and examine completed applications and collect premium for insurance agent. Distribute claim forms.
   iv) Ensure design of appropriate marketing to promote insurance plan. Reserve information booth each semester.

A10. Oversight of New Student Organization Registration procedures for creating new student organizations:
   i) Retrieve constitutions and other information via BluSync for new organizations, re-activations, and name changes.
   ii) Independently inspects and determines "Organization Registration Requests" for granting provisional status for prospective organizations. Verify advisor is in place and notify appropriate sources (i.e.) Campus Affairs Director.
   iii) Create or re-open BluSync portal for new and reactivating student organizations upon receiving petitions, providing them with "provisional status." (Update profile information within portal with corresponding contact information.)
   iv) Send out e-mail correspondence to petitioning student organization(s) outlining the next steps in the recognition/re-recognition process (including advisor consent form link, provisional status information, constitution requirements, how to update BluSync profile information, and Student Organization & Advisor Handbook.)
   v) Create student organization mailbox/labels and place in appropriate mailbox order. (Both Provisional status and finalized mailboxes.)
   vi) Verify receipt of all constitutions until final approval is awarded. Finalize processing until completed status is placed in "recognized organization" mode.
   vii) Supervise the Campus Affairs Director with evaluation of all constitutions and verify that constitutions meet all guidelines.
   viii) Assist/support Campus Affairs Director with correspondence to student organization contact person(s) and advisor(s) when needed.
   ix) Create file folders for new organizations and when final approval is made by Student Senate, place in file in cabinet located in the AIL (Activities, Involvement & leadership) office.
   x) Participate in student organization training or related meetings after hours a few times each year.

A11. Oversight of Student Organization Segregated Fee Funding Applications, Reimbursements, and Purchasing/Travel Card transactions/usage. Collect and distribute Student Organization Segregated Fee funding applications to Campus Affairs Commission Director.
i) Prepare budget spreadsheet with all funding application information.

ii) Prepare and submit to Accounts Payable reimbursements for travel expenses and/or other related expenses for organizations that were allotted funding.

iii) Ensure student organization receipts match up with approved funding allotments (via Student Senate BluSync files/budget spreadsheet.)

iv) Perform Purchasing/Travel credit card transactions for student organization travel.

A12. Coordinating Memorials for Deceased Students:

i) Consult with the department chairman of the student's major and Director of the McIntyre Library on an appropriate book selection.


A13. Distributes weekly birthday cards to 21-year olds in close cooperation with the Dean of Students Office.

B. BUDGET RESPONSIBILITIES – 15%

B1. Collaborate with Dean of Students to provide fiscal accountability for accounts 128-0-961008--Student Senate general and travel, 128-0-961010--Legal Services and 128-0-1047 Student Organizations.

B2. Reconciles accounting reports for above accounts monthly.

B3. Independently calculates stipend information and determines pay schedule for all directors, chief of staff, and president and vice president of student senate. Prepare and record tax documentation for each area and forwards all documents to Student Payroll Department.

B4. Examine and approve time sheets on line for student employees.

B5. Implement transfers of special allocation monies to correct account.

B6. Verify approval of Senate and/or Finance Commission.

B7. Provide program and logistical support for the Finance Commission in the development of the segregated fee budget.

C. ADMINISTRATION OF STUDENT SENATE OFFICE – 35%

C1. Conduct interviews, hire, train, and supervise student assistants. Facilitate work schedule for student assistants, and assign responsibilities. Direct student assistants in coordinating mailings, general typing, data entry, proper use of computer programs, and receptionist duties as assigned.


C3. Independently coordinate and monitor election procedures for Student Senate officers/senators with the Student Senate Elections Committee.

i) Revise and distribute petitions and information packet for elected positions. Witness signature, advise them of procedures and check eligibility.

ii) Supervise random drawing of candidates' names for position on the ballot and prepare ballot.
iii) Elections are held on line; work with Parliamentarian to prepare ballot.

iv) Record results of election and keep election statistics.

C4. Monitor office equipment needs, repairs and maintenance.

C5. Respond to correspondence/telephone/walk-in inquiries from and serve as information source to University students, and staff concerning Student Senate and act as resource person for activities sponsored by Student Senate.

C6. Manage travel arrangements for President, Vice President or other Senate personnel. Prepare appropriate travel vouchers and travel reimbursements forms.

C7. Develop and maintain department records and files.

C8. Dispense information and correspondence to directors and chair people.

C9. Train and mentor to student senate officers and senators on their administrative duties.

C10. Collaborate with program staff in planning, preparation and distribution of Student Senate handbook and act as a resource person to university students inquiring about responsibilities of particular student senate positions.

C11. Type legislation, agendas and minutes and provide information to executive board and all senators for upcoming senate meetings.

C12. Oversee computer operations, programs and training.

C13. Open, sort and distribute mail, taking independent responsibility for routine matters.

C14. Update Student Senate Bulletin Board in Davies Center to keep information current.

D. OTHER DUTIES AS ASSIGNED.

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