Position Summary

Responsible for overall support and coordination duties of the Center for Community Technology Solutions including administrative, program and communications assistance, logistics, and staff travel, budget/spending tracking and approvals, and facilitating Center meetings and events. Also, responsible for providing assistance and support for Center communications priorities under the supervision of the Communications Manager. This includes developing materials and responding to inquiries. This position reports to the Center Director.

SPECIFIC DUTIES AND RESPONSIBILITIES

Administrative 50%

1. Arrange and organize travel for Center staff, including tracking for budget and reporting purposes. Produce and process Travel Expense Reports and Payment to Individual Reports.

2. Arrange for requisition and payment related to Center expenditures including the incorporation of UW-Extension rules pertaining to expenses. Track and reconcile expenditures against budget. Track and reconcile all purchases on the UW-Extension Purchasing Card.

3. Provide Center staff assistance in applying UW System guidelines on purchasing, travel, and other system policies. Coordinate Center budget and reporting activities as requested.

Programmatic 30%

4. Plan, schedule and coordinate logistics for local, regional, and statewide meetings, trainings and other events in support of Center programs.

5. Schedule and coordinate Center Staff meetings and partnership gatherings. Maintain the Center calendar.

Communications 20%

6. Assist the Communications Manager in creating tools and templates to be used by pilot communities in their local efforts and by local partners to effectively promote their outreach and training efforts.
7. Establish a database of local paid media for pilot communities and general outreach efforts. Assist with preparing mailings, internal record keeping, and responding to requests regarding outreach efforts.

REQUIRED QUALIFICATIONS

- Bachelor’s degree and 3-5 years of relevant job related experience.
- Proven high level organizational skills and attention to detail.
- Experience and familiarity with graphic design applications utilized for marketing materials development.
- Organizational skills including the ability to multi-task.

DESIRED QUALIFICATIONS

- Excellent oral and written communication skills
- Experience handling University or budget related forms and documentation
- Ability to work with a diverse variety of stakeholders