Administrative Program Support 1

JOB SUMMARY
The Electrical and Computer Engineering Department in the School of Engineering seeks qualified applicants for a full-time Administrative Program Support 1 position to support the administrative, educational and financial functions in the department.

DUTIES AND RESPONSIBILITIES
Support the program’s graduate educational activities.
Provide general office support including greeting students and faculty and responding to inquiries.
Assist with human resource and payroll functions, including visas and offer letters.
Schedule seminars, conferences, workshops, meetings and day-to-day travel for the department.
Assist with marketing efforts and development of promotional materials.
Maintain records and data to prepare statistical reports used to monitor or assess department activities.
Coordinate a variety of data processing functions in support of the department needs.
Submitting order requests, travel reimbursements, and similar transactions, following up to resolve problems.
Monitor office supply inventory and coordinate maintenance for office equipment.
Track and maintain assets and controllable property.
Perform other duties as may be required.

MINIMUM QUALIFICATIONS
Associate’s degree and at least 2 years of experience in a responsible administrative support position, which demonstrates knowledge of administrative methods OR equivalent combination of education and professional experience.
Demonstrated ability to work independently with the ability to solve problems efficiently and effectively.
Proficient in the use of all MS Office applications.
Excellent attention to details, communication, organizational, written, phone and interpersonal skills.

PREFERRED QUALIFICATIONS
Experience with on-line financial, purchasing and payroll systems.
Ability to interpret and apply policies and procedures to everyday tasks.

APPOINTMENT TERMS
This is a full-time permanent position. The University offers a full range of health/retirement benefits and tuition reimbursement. Salary will be commensurate with the candidate’s background and experience.
TERMS AND CONDITIONS OF EMPLOYMENT
Employment at the University of Connecticut is contingent upon the successful candidate’s compliance with the University’s Mandatory Workforce COVID-19 Vaccination Policy. This Policy states that all workforce members are required to have or obtain a Covid-19 vaccination as a term and condition of employment at UConn, unless an exemption or deferral has been approved.
Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check.

TO APPLY
Please apply online at https://hr.uconn.edu/jobs, Staff Positions, Search #496290 to upload a resume, cover letter, and contact information for three (3) professional references.

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.
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.