

**UNIVERSITY OF WISCONSIN SYSTEM ADMINISTRATION**  
**EMPLOYMENT OPPORTUNITY**  
(Student)

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**CLASSIFICATION:** Student Employment – Clerical Support

**LOCATION:** UW System Administration  
Office of Procurement  
Suite 145  
780 Regent Street  
Madison, WI 53715

**OFFICE DESCRIPTION:** One of the primary functions of the Office of Procurement is to help UW System's faculty, staff, and students to create and disseminate knowledge by providing procurement leadership, guidance, audit, advocacy, communication and cost-effective procurement on behalf of all UW institutions. For more information on the Office of Procurement visit <http://www.uwsa.edu/proc/> .

**JOB SUMMARY:** Administrative support for the Office of Procurement, to include: Copying, scanning and mailing materials as requested; Adding new material to bid and contract file records, creating new files as necessary; Retrieving bids and contracts filed from central filing system and replacing when complete; Eliminating outdated or unnecessary materials, destroying them or transferring them to inactive storage according to record storage and file maintenance guidelines and legal requirements; Performing periodic inspections of materials or files in order to ensure correct placement, legibility, and proper condition; Updating and maintaining forms, databases, spreadsheets and creating handouts and reports; Assisting with special projects and other departmental responsibilities as assigned.

**WORK SCHEDULE:** 10 hours per week in May and 20 hours per week June-August. Appointment to last until August 30<sup>th</sup>, 2008.

**QUALIFICATIONS:** Good working knowledge of the Internet and Microsoft Office products of Excel and Word; Strong communication and interpersonal skills; Strong organizational skills; Detail oriented; Able to work independently with limited supervision and follow directions; Ability to handle confidential and sensitive material; Ability to communicate in a professional and courteous manner, Students in business or related programs preferred.

**PAY:** \$7.00 to \$9.00 per hour, based on qualifications.

**APPLICATION:** To apply please submit cover letter and resume to Karen Miskimen at 780 Regent Street, Suite 145, Madison, WI 53715. Fax 608-263-7330, phone 608-263-1174. Email [kmiskimen@uwsa.edu](mailto:kmiskimen@uwsa.edu) .

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