



PROGRAM ASSISTANT CONFIDENTIAL
Job Announcement Code: 08-01895

Location: University of Wisconsin System Administration; Office of General Counsel and Board of Regents Office; Madison, WI.

This position will provide programmatic support for the [Office of General Counsel](#) and the [Board of Regents Office](#). The position is located in beautiful downtown Madison, on the University of Wisconsin – Madison campus on a public bus route. Restaurants and shopping are all located nearby within walking distance.

Responsibilities: This position provides programmatic support services to the Office of General Counsel and the Board of Regents (BOR) office. Duties include timely production of a variety of legal documents such as legal briefs, legal opinions, and documents associated with investigations, hearings and court appearances, as well as the preparation and filing of bankruptcy claims on behalf of individual campuses and maintenance of the bankruptcy files. This position performs duties that include the gathering of information in preparation of litigation of issues that pertain to labor relations. Duties also include the preparation and coordination of meeting materials and other correspondence and documents, logistics of meeting arrangements including BOR and committee meetings, reception duties and support for office operations.

Qualifications: This position requires the ability to obtain knowledge of federal and state laws affecting the UW System activities. Other knowledge requirements include: typing; multi-line telephone operation and facsimile operation; Microsoft Word, Excel, Access, Internet Explorer, E-mail; interpersonal skills; excellent professional oral and written communication skills; organizational skills; maintenance of filing systems; ability to manage multiple, concurrent projects, and still meet strict deadlines; ability to appropriately deal with stressful individuals and situations; and skill and ability to pay attention to detail.

Conditions of Appointment: Starting hourly salary will be set between \$13.160 – \$21.714 commensurate with qualifications and experience, plus an excellent [benefits package](#). A six month probationary period is required upon appointment. This position is non-represented and is covered under the State of Wisconsin Compensation Plan. Special Note: UW System Administration conducts a criminal background check on final candidate(s).

Application Instructions: **You must have taken and passed the Office Support Exam within the last 12 months to apply for this vacancy.** If you have not actually taken the Office Support exam since that time, your score will not work. You must have a current score. To apply online at [Wisc.Jobs](#) with a current score, log in or create an account and search for 0801895. Click on Apply Now in the lower right hand corner. At the Application Status page, click the "Use the Current Score" button. You will receive a message stating: "*Your current score has been successfully applied to this recruitment.*" Upload and attach one document which includes a letter of interest addressing the qualifications and responsibilities above, a current resume, and the current contact information for three professional references.

OR If you are unable to apply online but have a current score, please send a State Application (<http://oser.state.wi.us/application.asp>), current resume, the current contact information for three professional references and a letter of interest including: 1) first and last name; 2) social security number as provided when you took the office support exam; 3) specify you are interested in the Program Assistant Confidential vacancy 08-01895; 4) date that you took the Office Support Exam 5) and your qualifications and experience which aligns with the information above, to Demi Wiemann at dwiemann@uwsa.edu. For questions, contact Demi at 608-263-4390.

Application deadline is **4:30 p.m., July 28, 2008.**