

**SCHOOL OF SOCIAL WORK
UNIVERSITY OF CONNECTICUT
ADMINISTRATIVE SERVICES ASSISTANT 4 (UCP 6)**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public

Location: University of Connecticut, Storrs, CT

Hours: 35 hrs / wk Monday – Friday 8:30 am – 4:30 pm

Salary: Commensurate with Training & Experience

Closing Date: **January 22, 2016**

Position Overview: The School of Social Work at the University of Connecticut is seeking a full-time Administrative Services Assistant 4 (UCP 6) for its Dean's Office. Under the direction of the Dean and Associate Dean of Academic Affairs, this position assists in managing a number of high level administrative functions in the School of Social Work Dean's Office. The person will have independent decision-making skills, the ability to exercise independent judgment and to resolve administrative problems in the Dean's Office. This position will perform office management duties; independently compose correspondence and reports; maintain complex filing systems; serve as a resource to administrators, students, staff, and others regarding policies and procedures governing the School of Social Work; handle administrative matters on behalf of the Dean and Associate Deans; serve as facilitator for School accreditation studies; coordinate the faculty Promotion, Tenure, and Reappointment procedures; schedule meetings, conferences, and travel arrangements for the Dean's Office; and other duties as required.

General Knowledge: Bachelor's degree.

General Experience: 1-2 years' experience in a progressively responsible administrative support position; proven organizational ability; ability to resolve administrative problems efficiently, effectively, and independently; excellent interpersonal skills with the ability to work effectively with the School's staff, the University community, and other agencies and groups; exceptional computer skills and ability to learn new software as required.

Substitution Allowed: An equivalent combination of education and experience including 5-10 years' experience in a progressively responsible administrative support position may be substituted for the General Knowledge.

Preferred Skills and Ability: Master's degree; familiarity with University of Connecticut or State of Connecticut regulations, policies, and procedures.

Eligibility Requirement: (Use whatever part of this paragraph is applicable to your job posting.)

This is a full-time position. The annual salary and position level will be commensurate with training and experience. The University offers an attractive State benefit package includes a choice of medical, dental, and retirement plans, access to a tuition waiver program and professional development resources. For additional information regarding the School of Social Work, please visit the School's website at: <http://www.ssw.uconn.edu/>.

Application Instructions: Please submit: a letter of interest, resume, and contact information for three professional references via UConn Jobs (<http://www.jobs.uconn.edu>). Please be sure your application materials demonstrate

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how you meet the minimum and any preferred qualifications you may have. Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check. 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>

UCONN
School of Social Work
ADMINISTRATIVE SERVICES ASSISTANT 4/UCP 6
West Hartford, CT
<http://www.jobs.uconn.edu>
Search #2016310

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

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.