Name of Unit/Department: Academic Personnel Office (APO)

Description of Department: The Academic Personnel Office is responsible for providing human resource services for Faculty, Academic Staff, Limited Appointees, Graduate Assistants, and Student Hourly employees.

We want on you on our team!! The Academic Personnel Office (APO) offers a dynamic, unique, and fast-paced office where you will enjoy a variety of work within a challenging, but flexible environment. This is a progressively responsible position, which encourages you to grow and develop new skills while taking on new tasks, and meet the challenges provided by higher levels of independence as you continue to learn new duties. This is an excellent position for anyone looking to gain a basic skill set in an office environment, particularly for those interested in the Human Resources field.

Position Title(s): APO Office Support (Student Hourly)

Application Availability or Deadline: Spring 2012-2013 Semester

Department Website: http://www.ohr.wisc.edu/apo/index.htm

Description of Job Duties:

1. General office support, including filing and creating files, photocopying, scanning, mailings, and request processing/routing.

2. Assist with processing rate/title change requests, tuition reimbursement, retirement, referral priority requests, and other routine HR transaction requests. This includes data entry, verification and revisions (when necessary) of information in databases and/or other electronic information systems used for tracking requests and approvals, as well as ordering the necessary information required for the requests (e.g. retirement certificates).

3. Human Resources System (HRS) (PeopleSoft) & Other HR Systems related duties
   a) Assist with HRS cross checking and verification of data entry (e.g. checking information in Position Vacancy Listings (PVL) or Rate/Title Adjustments (RTA) to be sure information has been accurately entered into related systems – HRS, budget, etc.).
   b) Other HRS-related Duties as Assigned

4. Assist with creating and revising procedures for student hourly duties and tasks. Help to train other student hourly staff.

5. Other duties as assigned.

Job Qualifications & Required Skills: Excellent oral and written communication skills, strong organizational ability, great attitude, ability to multi-task, independently manage time, and prioritize work load. Must be a current student with good academic standing. Must have strong interpersonal skills, experience with teamwork, ability to complete tasks with limited direction, have a high proficiency with communication, and competence within an office environment. Should exhibit a ‘can-do’ resourceful attitude, and have the drive to grow with the environment. Experience with MS Office programs a plus.
Required Work Hours: 8-30 hours/week

Salary/Hourly Rate: Starting at $8.00/HR

Additional Information/Instructions: Please send Resume to APO Inbox apo@ohr.wisc.edu
Please note that we will not be actively reviewing applications until mid-November 2012.