Appointment Percentage: 50% – 75%

Duration: This appointment is a terminal position and is expected to end on December 15, 2017.

Hourly Rate: minimum $15.42 an hour, pay will be determined based on qualifications and experience

Number of Positions: 1

Schedule Comment: The schedule is anticipated to be from Monday through Friday. This appointment is expected to be appointed between 50-percent time to 75-percent time.

Job Summary:

The mission of the Waisman Center's University Center for Excellence in Developmental Disabilities (UCEDD) is to support the full inclusion and self-determination of people with developmental disabilities and their families.

Under general supervision, this position reports to the Director of the UCEDD and will assist with a variety of administrative and program activities. Duties include assisting with the development of budgets, processing academic support services agreements, grant management and serving as liaison between the UCEDD Director and UCEDD Principal Investigators (PI's) and other Waisman, UW, and other university staff members.

For a complete list of duties and qualifications, please see: http://www.ohr.wisc.edu/weblisting/External/PDDetailPrint.aspx?vacid=100485&title=08500

How to Apply:

Applicants must apply and submit their application materials online at this link in order to be considered for this position.

Link: http://jobs.hr.wisc.edu/cw/en-us/job/494668/univ-serv-prog-associate

Please click on the “Apply Now” button to start the application process. Applicants will be asked to submit a cover letter and resume.

Please make sure to address the following information in your application materials:

- Describe your experience with electronic mail, spreadsheet and word processing software that you have used previously?
- Describe the various types of written communication you have prepared and in what environment?
- Describe your work experience providing customer service support and in what environment?
- Describe your experience in using databases to track financial information?

Questions about the position can also be directed to Choutae Yang at 608-263-5671 or at cyang@waisman.wisc.edu.

To ensure consideration for this position, application materials must be uploaded into the online system by March 27, 2017
If you need to request an accommodation because of a disability you can find information about how to make a request at the following website: [http://www.oed.wisc.edu/478.htm](http://www.oed.wisc.edu/478.htm)

**Note:** Unless confidentiality is requested in writing, information regarding applicants and nominees must be released upon request. Finalists cannot be guaranteed confidentiality.

The UW- Madison is an EEO/AA Employer. We promote excellence through diversity and encourage all qualified individuals to apply. A criminal background check will be conducted.