Office Associate – Cert 94391

Appointment Percentage: 100% (full-time)  Full-time Salary Rate: Minimum: $13.185 per hour

To ensure consideration – application must be received by October 2, 2016

Job Summary:
The Waisman Center is dedicated to the advancement of knowledge about human development, developmental disabilities, and neurodegenerative diseases throughout the lifespan. One of only 15 centers of its kind in the United States, the Waisman Center encompasses laboratories for biomedical and behavioral research, a brain imaging center, and a clinical bio-manufacturing facility for the production of pharmaceuticals for early stage human clinical trials. In addition to its research efforts, the Center provides an array of services to people with developmental disabilities, offers numerous educational and outreach programs to young children and their families, and trains scientists and clinicians who will serve our nation in the future.

The Center for Investigating Healthy Minds (CIHM), a component of the Waisman Center, was founded and led by neuroscientist Richard J. Davidson. CIHM's mission is to cultivate well-being and relieve suffering through a scientific understanding of the mind. CIHM is a leader in rigorous, interdisciplinary basic and translational research aimed at understanding the mind and how to nurture well-being in ourselves and others. CIHM communicates these findings to the world, inspires scientists to conduct further research, and influences a shift in culture to embrace well-being.

The Office Associate serves as the first point of contact for the Center for Investigating Healthy Minds (CIHM) and will independently provide administrative support in the areas of: office space management, external and internal meeting and event support and visitor coordination. This position is expected to utilize independent initiative and judgment, to exercise a high level of administrative and problem solving ability, demonstrate exceptional customer service skills and understand/interpret complex rules, regulations and statutes governing business operations while performing under general supervision.

For a complete list of duties and qualifications please see:

We offer an excellent benefits package as well as a competitive salary based on qualifications.

How to Apply:
In order to apply, applications must be submitted online at https://uwjobapply.wisc.edu/Apply.aspx?chris=94391. Please click on the "Apply Online" button to start the application process.

Please submit your resume, cover letter and a list of three references. The review of applicants will continue until an offer is made. Salary level will be determined based on experience.

Please address the following information in your application materials:
- Describe your previous and/or present work experience providing customer service support in a research or non-research setting.
- Describe your experience in planning and coordinating meetings and events.
- Describe the types of written correspondence you have prepared in a professional setting.
- Note the computer software with which you are proficient and note your level of proficiency for each. List an example of a spreadsheet/database you have created and/or maintained.

Please contact Melissa Henning, Human Resources Assistant, with any questions at melissa.henning@wisc.edu or (608)890-1388.

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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
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NOTE: Please indicate in writing if you request that your identity be kept confidential. If you do not indicate your preference to remain confidential, the University may be required to disclose your identify and/or application materials. The identity of finalists and successful candidates will be revealed upon request. See Wis. Stat. sec. 19.36(7).

UW-Madison is an equal opportunity/affirmative action employer.
We promote excellence through diversity and encourage all qualified individuals to apply.
A criminal background check will be conducted prior to hiring.
A period of evaluation will be required