Position: Administrative Program Specialist  
Appointment: Non-Teaching Academic Staff, Fixed Term Appointment, 100% time  
Anticipate Starting Date: November 1, 2014

The Center for Water Policy was established in 2011 through a $2.6 million Endowed Chair from Lynde B. Uihlein. The Center for Water Policy provides leadership and expertise in generating independent, high integrity, peer-reviewed research, and effectively communicating that research to the public. The Center’s mission is to provide interdisciplinary solutions to resolve regional, national and international problems related to the protection, restoration and conservation of freshwater resources.

Job Summary/Basic Function:

The position requires excellence in administrative skills and program management. The Administrative Program Specialist (APS) is the executive administrative assistant to the Director of the Center for Water Policy. The APS will coordinate business and activities, administer the academic program, coordinate collaborative projects, communicate with internal and external partners, assist in writing grant proposals, interact with students, and assist in educating the public about the center’s research and activities. The position requires extensive administrative experience, excellent written and verbal communication skills, and evidence of effective teamwork and collaboration. The successful candidate will share the Center for Water Policy’s mission to provide high quality academic programming for students and a rigorous research agenda for faculty, and will have related interests and/or experience with environmental issues. Preference will be given to candidates with a background in administration, program management, communication, information systems, and other administrative skills.

Minimum Qualifications:
  a) A Bachelor’s degree in administration, communication, or a related field.  
  b) A minimum of five years of relevant work experience.

Preferred Qualifications:
  a) Evidence of administrative skills.  
  b) Experience in program management.  
  c) Excellent written and verbal communication skills.  
  d) Experience with information systems.  
  e) Evidence of effective teamwork and collaboration.

Applications MUST be submitted electronically at http://jobs.uwm.edu/postings/20358 in PDF or MS Word.

Complete applications should include the following materials: 1) cover letter describing relevant qualifications, 2) current resume, and 3) two letters of recommendation with contact information.

Review of applications begins October 16, 2014, early application is encouraged.

University of Wisconsin-Milwaukee is an affirmative action, equal employment opportunity institution.