

Job title	<i>Staff Records Assistant</i>
Reports to	<i>Staff Records/Training Coordinator</i>

Job Summary

Responsible for assisting the Staff Records/Training Coordinator with day-to-day operations, including recruiting, creating and maintaining student staff files, accurately entering data into multiple databases, and running reports. Additional tasks may be assigned as needed for business operations.

Duties and Responsibilities

The Staff Records Assistant will be responsible for fulfilling the following duties:

- Prepare and maintain new employee files in order to meet State Licensing and NAEYC Accreditation requirements
- Ensure all new student staff data is received and entered into multiple databases
- Track and screen student applications and the applicant's status for available student positions
- Update and maintain various documents and spreadsheets
- Accurately enter and maintain up-to-date employee information in multiple databases
- File paperwork correctly into student staff files
- Maintain employee confidence and protect operations by keeping human resources information confidential
- Assist in other data entry and filing projects as needed
- Provide reception desk coverage when necessary

Qualifications

Minimum Qualifications include:

- UW-Milwaukee student
- High level of attention to detail and accuracy
- Excellent verbal and written communication
- Outstanding customer service skills
- Ability to multi-task and maintain an organized area in a complex environment
- Experience with Microsoft applications

Preferred Qualifications include:

- Previous record-keeping experience
- Experience with Microsoft applications

Working Conditions

Work is performed in a University office environment involving possible exposure to low-level noise and chemicals related to the operation of basic office equipment, and exposure to varying office temperatures due to heating and cooling system. Work in the Children's Learning Center requires a basic understanding of, and attention to, child safety.

Physical Requirements

Must be able to lift and move boxes weighing up to 30 pounds.