University Staff Job Posting

Preview of JobPosting (how job appears on search page):

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<td>PARKING BOOTH ATTENDANT</td>
<td>FPM/TRANS SERV/PARK STRCT</td>
<td>Madison</td>
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Come be part of an engaging team at Transportation Services. This position is responsible for the operation of parking booths throughout campus. Successful candidates will demonstrate experience with a high level of customer services.

Actual Job Posting:

**PARKING BOOTH ATTENDANT**

**Employment Class:** University Staff-Ongoing  
**Working Title:** PARKING BOOTH ATTENDANT  
**Official Title:** OFFICE ASSOCIATE (16000)  
**Hiring Department:** A718020-FACILITIES PLNG AND MGMT/TRANS SERV/PARK STRCT  
**FTE:** 100%  
**Term:** This is an Ongoing appointment
Under general supervision, this position is responsible for the operation of parking booths throughout campus, leading and assisting students and limited term employees; and cash control and audit duties. To meet these responsibilities, the incumbent must have the ability to operate a computerized cash register, understand cash handling, cash audit procedures and campus parking policies. This position is also responsible for and will be cross-trained to perform float duties in all cashier-operated lots on campus.

Good public relations skills are imperative due to the volume and flow of customers. The ability to maintain positive customer relations in difficult situations is essential. This position is responsible for establishing and maintaining a high level of customer service to the general public helping to resolve complaints, and work with other operation units within the department to solve parking problems on campus. This position functions closely with other staff to work as a team.

The University of Wisconsin Transportation Services is committed to the highest standard of customer service principles, for its customers, fellow staff members, students, and visitors. Staff will serve as role models by practicing exemplary behavior when working with customers and fellow staff members.

**REQUIREMENTS:**

Must possess a valid Wisconsin driver's license, have a motor vehicle record that meets UW Risk Management standards, and maintain ability to drive State of Wisconsin owned vehicles.

Employment requires a criminal background check.

There are multiple positions available with different schedules:

- Full-time, 100%: 7:00 am to 3:30 pm, Monday - Friday
- Full-time 100%: 10:30 pm to 7:00 am, Monday-Friday
- Part-time, 50%: 9:00 pm to 7:00 am, Saturday and Sunday

**CONTACT**

Dawn Bierman  
dawn.bierman@wisc.edu  
608-265-4057

Relay Access (WTRS): 7-1-1 (out-of-state: TTY: 800.947.3529; STS: 800.833.7637) and above Phone number (See RELAY_SERVICE for further information).

Applicants will be asked to upload a resume and cover letter.

Your cover letter should address your qualifications as they pertain to this position including your work experience in the following, if applicable:

1. Oral communication and interpersonal skills.
2. Cash and credit card transactions.
3. Computerized systems and other office equipment.

**ADDITIONAL LINK:**

Full Position Details  
Hard-coded from JEMS. Link to full PD

**NOTE:** A Probationary Period will be required.

The Annual Security and Fire Safety Report contains current campus safety and disciplinary policies, crime statistics for the previous 1 calendar year, and on-campus student housing fire safety policies and fire statistics for the previous 1 calendar year. UW-Madison will provide a paper copy upon request; please contact the University of Wisconsin Police Department.

**ADVERTISED:**

20 OCT 2016  
Central Daylight Time

**APPLICATIONS CLOSE:**

02 NOV 2016  
Central Daylight Time

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*=Mapped from JEMS. In CHRIS - PD Summary on Goals/Activities Tab*

*=Mapped from JEMS. In CHRIS - Requirements or Additional Requirements on Page 2*

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*=Hard-coded from JEMS.*
Academic Staff, Limited, or Faculty Job Posting

Preview of Job Posting (how job appears on search page):

EDI DATA MANAGER  

The Center for Limnology plans, conducts and facilitates inland freshwater research. We are seeking a qualified candidate for our Environmental Data Initiative, a new project funded by the National Science Foundation, provides professional data management, archiving, and publishing in NSF-funded projects.

Actual Job Posting:

EDI DATA MANAGER

MAPPED FROM JEMS

WORK TYPE:  

STAFF/FULL TIME  

SETUP IN TREMS

DEPARTMENT:  

L&S/RSC/NATURAL SCI/UNIVERSITY  

MAPPED FROM JEMS

LOCATION:  

MADISON  

SETUP IN TREMS

CATEGORIES:

INFORMATION SYSTEMS/TECHNOLOGY  

SETUP IN TREMS

POSITION VACANCY ID:  

98428-AS  

MAPPED FROM JEMS

EMPLOYMENT CLASS:

Academic Staff-Renewable  

MAPPED FROM JEMS

WORKING TITLE:

EDI Data Manager  

MAPPED FROM JEMS. IN PVL - Working Title on Core tab

OFFICIAL TITLE:

SR INFORM PROC CONSULT(S448N) or INFORM PROCESS CONSULT(S44DN) or ASSOC INF PROC CONSULT(S44FN)  

MAPPED FROM JEMS

HIRING DEPARTMENT:

A114120-COL OF LETTERS & SCIENCE/RSC/NATURAL SCI/UNIVERSITY  

MAPPED FROM JEMS

FTE:

100%  

MAPPED FROM JEMS. IN PVL - FTE boxes on Salary/Title tab

ANTICIPATED BEGIN DATE:

DECEMBER 01, 2016  

MAPPED FROM JEMS. IN PVL - Position Available Date on Core tab

TERM:

This is a renewable appointment.  

MAPPED FROM JEMS. IN CHRIS - In PVL - Terminal/Renewable on Core tab
Minimum $42,167 ANNUAL (12 months) depending on qualifications.

An undergraduate degree in an ecological field, in computer science/engineering, or information science is required.

Demonstrated basic skills and 1-2 years of experience in scientific data handling and data processing script writing plus some knowledge of ecological principals and field data collection. Being comfortable with using and learning new technologies (e.g., database technology, R scripting, XML editing). Although some training in these technologies will be provided, willingness to find solutions and do trouble shooting independently through searching the web is also needed. Demonstrated capacity to learn quickly, work independently, as well as work well within teams. Attention to detail and the skills to communicate effectively with ecologists as well as technical staff in person and in writing are extremely important.

The Environmental Data Initiative (EDI) is a new project, funded by the National Science Foundation to provide professional data management, archiving and publishing to other projects funded by the NSF Division of Biology program, specifically the Long Term Ecological Research (LTER), Long Term Research in Environmental Biology (LTERB), Macrosystems Biology (MIB), and the Organization of Biological Field Stations (OFBS). Duties will include curating and archiving a wide variety of datasets from researchers, frequently involving a fairly short turnaround time if data publication is required for paper acceptance.

The U.S. Department of Labor Fair Labor Standards Act (FLSA) new rules go into effect on December 1, 2016 (FLSA Threshold Rules). Based on these rules, if the person selected for this recruitment will earn less than the new salary threshold at December 1, 2016 ($47,476 annually), he/she will be an academic staff non-exempt employee, will be paid hourly, and will receive overtime compensation for any hours worked over 40 in a workweek.

To apply, please upload your CV and cover letter.

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Alyssa Luckey Winters
aluckey@wisc.edu
608-262-3304
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