

University Staff Job Posting

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

POSITION	DEPARTMENT	LOCATION	CLOSES
PARKING BOOTH ATTENDANT	FP&M/TRANS SERV/PARK STRCT	Madison	2 Nov 2016
<p>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 high level of customer services.</p> <p style="text-align: right;">Setup in TREMS - Advertising Summary</p>			

Actual Job Posting:

PARKING BOOTH ATTENDANT

JOB NO:
100140-US *Mapped from JEMS*

WORK TYPE:
STAFF PT/FT RANGE, STAFF-FULL TIME, STAFF-PART TIME [Setup in TREMS](#)

DEPARTMENT:
FP&M/TRANS SERV/PARK STRCT *Mapped from JEMS*

LOCATION:
MADISON [Setup in TREMS](#)

CATEGORIES:
TRANSPORTATION SERVICES, OTHER [Setup in TREMS](#)

POSITION
VACANCY ID: 100140 *Mapped from JEMS*

EMPLOYMENT
CLASS: University Staff-Ongoing *Mapped from JEMS*

WORKING TITLE: PARKING BOOTH ATTENDANT *Mapped from JEMS. In CHRIS - Working Title on Page 2*

OFFICIAL TITLE: OFFICE ASSOCIATE(16000) *Mapped from JEMS*

HIRING
DEPARTMENT: A718320-FACILITIES PLNG AND MGMT/TRANS SERV/PARK STRCT *Mapped from JEMS*

FTE: 100% *Mapped from JEMS. In CHRIS - FTE box on Page 2*

TERM: This is an Ongoing appointment *Mapped from JEMS. In CHRIS - Appointment Type on Page 2 (ongoing, fixed term finite or TE)*

ADVERTISED
SALARY: Minimum 14 *Mapped from JEMS. In CHRIS - Salary Boxes on Page 1 (would show maximum if indicated)*

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.

JOB SUMMARY: 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.

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

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.

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

Employment requires a criminal background check.

There are multiple positions available with different schedules:

SCHEDULE COMMENT:

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

Mapped from JEMS. In CHRIS - Schedule Comments on Page 2

CONTACT:

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

Mapped from JEMS. In CHRIS - Contact on Page 2

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.)

INSTRUCTIONS TO APPLICANTS:

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.

Mapped from JEMS. In CHRIS - How to Apply on Page 2

ADDITIONAL LINK:

[Full Position Details](#)

Hard-coded from JEMS. Link to full PD

NOTE: A Probationary Period will be Required

Hard-coded from JEMS.

The [Annual Security and Fire Safety Report](#) contains current campus safety and disciplinary policies, crime statistics for the previous 3 calendar years, and on-campus student housing fire safety policies and fire statistics for the previous 3 calendar years. UW-Madison will provide a paper copy upon request; please contact the [University of Wisconsin Police Department](#)

Hard-coded from JEMS.

ADVERTISED:

20 OCT 2016 Central Daylight Time

APPLICATIONS CLOSE:

02 NOV 2016 Central Daylight Time

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Academic Staff, Limited, or Faculty Job Posting

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

EDI DATA MANAGER	L&S/RSCH-NATURAL SCI/LIMNOLOGY	Madison	21 Nov 2016
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 to NSF-funded projects.			Setup in TREMS - Advertising Summary

Actual Job Posting:

EDI DATA MANAGER

JOB NO:
88428-AS *Mapped from JEMS*

WORK TYPE:
STAFF-FULL TIME *Setup in TREMS*

DEPARTMENT:
L&S/RSCH-NATURAL SCI/LIMNOLOGY *Mapped from JEMS*

LOCATION:
MADISON *Setup in TREMS*

CATEGORIES:
INFORMATION SYSTEMS/TECHNOLOGY *Setup in TREMS*

POSITION
VACANCY ID: 88428-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 CONSLT(S44BN) or INFORM PROCESS CONSLT(S44DN) or ASSOC INF PROC CONSLT(S44FN)
Mapped from JEMS

HIRING
DEPARTMENT: A484120-COL OF LETTERS & SCIENCE/RSCH-NATURAL SCI/LIMNOLOGY *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*

ADVERTISED SALARY: **Minimum \$42,167 ANNUAL (12 months)** *Mapped from JEMS. In PVL - Salary boxes on Salary/Title tab (would show maximum if indicated)*
Depending on Qualifications

DEGREE AND AREA OF SPECIALIZATION: An undergraduate degree in an ecological field, in computer science/engineering, or information science is required.
Mapped from JEMS. In PVL - Degree Specialization on Qualls tab

MINIMUM NUMBER OF YEARS AND TYPE OF RELEVANT WORK EXPERIENCE: 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.
Mapped from JEMS. In PVL - Minimum Years and Relevant Work Experience on Qualls tab

LICENSE OR CERTIFICATE: *Mapped from JEMS. In PVL - License or Certificate on Qualls tab*

POSITION SUMMARY: 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 (LTREB), Macrosystems Biology (MSB), and the Organization of Biological Field Stations (OBFS). 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.
Mapped from JEMS. In PVL - newly created Position Summary box on Duties tab

ADDITIONAL INFORMATION: 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.
Mapped from JEMS. In PVL - Additional Information on Qualls tab

CONTACT: Alyssa Luckey Winters
ajluckey@wisc.edu *Mapped from JEMS. In PVL - Primary Contact on the Contact tab*
608-262-3304
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.)

INSTRUCTIONS TO APPLICANTS: To apply: Please upload your CV and cover letter *Mapped from JEMS. In PVL - Additional Application Procedures on Qualls tab*

ADDITIONAL LINK: [Full Position Details](#) *Hard-coded from JEMS. Link to full PVL*

NOTE: A Period of Evaluation will be Required *Hard-coded from JEMS.*

The [Annual Security and Fire Safety Report](#) contains current campus safety and disciplinary policies, crime statistics for the previous 3 calendar years, and on-campus student housing fire safety policies and fire statistics for the previous 3 calendar years. UW-Madison will provide a paper copy upon request; please contact the [University of Wisconsin Police Department](#)
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