



Position Announcement

**Western Connecticut State University
Facilities Operations
University Assistant
Part Time – 19 hours per week**

Western Connecticut State University's is accepting applications for a part-time 19 hour per week University Assistant to work in our Facilities Operations Office.

WCSU is committed to enhancing our diverse university community by actively encouraging people with disabilities, members of LGBTQIA and BIPOC communities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion. WCSU is honored to be awarded the federal designation as a Hispanic Serving Institution (HSI). This accomplishment marks a pivotal moment in our progress toward fostering diversity, equity, and inclusion within our campus community.

The Facilities Operations operates as one unit utilizing the diverse multi-disciplines and talents within the group to facilitate and ensure all operational standards, customer service and satisfaction are met on a daily basis. Continually identifying and upgrading areas that enhance the overall functionality and transforming the university into a state-of-the-art classroom facility. Information on the department may be found on www.wcsu.edu/facilities-ops/. Information on the University may be found on www.wcsu.edu.

The University Assistant supports the Facilities Operations department in maintaining efficient operations and ensuring a well-organized work environment. Primary responsibilities will be to prepare, process and file purchasing and financial documentation. Track and document department financial activities, expense tracking, budget analysis, and provide fiscal reporting. Communicate with vendors on billing inquiries, payments, etc. Track Student labor for budgetary reporting. Provide support for department project initiatives.

Responsibilities will include:

- Prepare, process, and file purchasing and financial documentation
- Reconcile P-card charges with university fiscal system
- Preparing smaller purchases of materials and supplies as needed.
- Track and document dept. financial activities
- Input data into Expense Tracking document and provide reports
- Assist with budget analysis and fiscal reporting
- Organize electronic files for dept.
- Track Student Labor expense for budgetary reporting
- Provide assistance with outside contractors, special projects
- Assist with communication to the university community



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Qualifications:

- Must possess a high school diploma.
- Must possess a working knowledge of Microsoft Office Suite, including Word, Excel, Outlook & Teams.
- Must be detailed oriented.
- Possess the ability to synthesize data for reporting.

Work Hours: This is an in-person 19 hour per week assignment and will not work remotely. Work hours will be Monday – Fridays between the hours of 8:00 a.m. – 5:00 p.m. with the exact work schedule to be determined at time of hire.

Salary & Benefits: \$21.00 per hour. Information on benefits may be found on the Human Resources website: www.wcsu.edu/hr/benefits/ Please note there are no paid benefits for this position. All employment, if offered, is contingent upon proof of citizenship or employability under the requirement of the Immigration and Control Act (IRCA) and the successful passing of a background check. WSCU is committed to providing a safe campus community. Background investigations include reference checks and criminal history record checks.

As WCSU is a dynamic, diverse workplace, the proven ability to work effectively with people from a variety of backgrounds and cultures is highly valued.

Application Process: Prospective candidates must submit a cover letter, which includes the contact information for (3) current professional references and a resume. Questions may be directed to hrpositions@wcsu.edu – please reference Facilities Operations UA in subject line. Application review will begin immediately and continue until the position has been filled.

To apply, submit your materials to:

<https://westernconnecticutstateuniversity.applytojob.com/apply/TYavfQMC2T/Facilities-Operations-University-Assistant>

Western is an Affirmative Action Equal Opportunity Educator/Employer