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Search #2010114 & 2010113

ADMINISTRATIVE SERVICES SPECIALIST II (UCPEA IV)

ARCHITECTURAL AND ENGINEERING SERVICES

The University of Connecticut, Department of Architectural & Engineering Services, is seeking applications for the position of Administrative Services Specialist II. Under general supervision, incumbent will provide assistance in coordinating capital projects paperwork flow and documentation; screen and review correspondence, records and other documents for accuracy, completeness and compliance with regulations, policies and procedures; complete and process administrative paperwork, technical documentation; and work with appropriate administrator to resolve unusual problems.

The successful candidate will be responsible for providing routine administrative support; coordinating administrative support functions for the department; performing capital projects paperwork flow; entering data into databases and computerized systems; preparing special and informational reports, task letters, technical documentation and related correspondence; supervising the maintenance and coordination of complex, manual and computerized filing systems; inputting documents into the AM Meridian/Blue Cielo automated document management system; responding to requests for information and providing assistance in solving a variety of problems based on knowledge of the University's procedures, practices and past experience.

Minimum Qualifications include an Associates degree or equivalent combination of education and experience; three to five years related experience; demonstrated knowledge of administrative record keeping and working with document management systems; excellent oral and written communications skills; ability to independently resolve problems of ordinary difficulty; good organizational and interpersonal skills; ability to multi-task; and familiarity with computer software including Microsoft Outlook, Word, Excel and Access.

Preferred Qualifications: Familiarity with any automated document management system; familiarity with design, engineering and construction processes and terminology; demonstrated experience with computerized spreadsheets and databases; and ability to set up budgets and other related reports are highly desirable.

This is a full-time position located at the main campus in Storrs, Connecticut. Salary will be commensurate with background and experience.

Send cover letter, resume and contact information of three professional references by mail only (**no-e-mail submissions will be accepted**) to Search Committees, University of Connecticut, Architectural and Engineering Services, 31 LeDoyt Road, Unit 3038, Storrs, CT 06269-3038.

We encourage applications from under-represented groups, including minorities, women and people with disabilities. Screening will begin immediately.